

# *School of Music*

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COLLEGE OF FINE ARTS  
WICHITA STATE UNIVERSITY

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*Student Handbook*  
*2009/2010*

*School of Music*  
COLLEGE OF FINE ARTS  
WICHITA STATE UNIVERSITY

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## WSU - School of Music - Fall 2009

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6473	CRUM, Dr. Dorothy, Prof. / Voice B219 Director of Voice	<a href="mailto:dorothy.crum@wichita.edu">dorothy.crum@wichita.edu</a>
6218	DAVIS, Lynne, Assoc. Prof. / Organ WH 117	<a href="mailto:lynne.davis@wichita.edu">lynne.davis@wichita.edu</a>
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6578	DUNCAN, Don, Assist. Prof. / Trumpet B217	<a href="mailto:donald.duncan@wichita.edu">donald.duncan@wichita.edu</a>
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6853	GOERING, John, Asst. Prof./ Musicology/Composition & Jazz Studies C215	<a href="mailto:john.goering@wichita.edu">john.goering@wichita.edu</a>
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6434	OARE, Dr. Steve, Asst. Prof. / Music Ed. B2	<a href="mailto:steve.oare@wichita.edu">steve.oare@wichita.edu</a>
6198	OWENS, Craig, Asst. Prof / Guitar B212 Director of Jazz Studies	<a href="mailto:craig.owens@wichita.edu">craig.owens@wichita.edu</a>
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6235	TRECHAK, Dr. Andrew, Assoc. Prof. / Piano B205 Director of Keyboards	<a href="mailto:andrew.trechak@wichita.edu">andrew.trechak@wichita.edu</a>
6572	VIOLIN STUDIO B116	
6438	VOLLEN, Guy, Instructor / Musicology WI 116	<a href="mailto:guy.vollen@wichita.edu">guy.vollen@wichita.edu</a>
6435	WIDENER, Russell, Prof./Trombone B216	<a href="mailto:russ.widener@wichita.edu">russ.widener@wichita.edu</a>
6125	WINE, Dr. Tom, Professor / Choral B204 Director of Music Education	<a href="mailto:tom.wine@wichita.edu">tom.wine@wichita.edu</a>

<b>STAFF</b>		
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6431	O'DELL, Milissa, C125	<a href="mailto:milissa.odell@wichita.edu">milissa.odell@wichita.edu</a>
6430	IVES, Jan, C120A	<a href="mailto:janet.ives@wichita.edu">janet.ives@wichita.edu</a>
<b>Additional Rooms in DFAC</b>		
5725	Outer office for Dr. Markovich B104	
6221	Band GTA Office C114	
3707	Jazz Library C26	
6280	Piano Lab C16	
6817	HARRISON, John, CRATEL C6	<a href="mailto:john.harrison@wichita.edu">john.harrison@wichita.edu</a>
<b>Helpful Names and Numbers</b>		
3769	ACHEY, Brenda, Accountant / College of Fine Arts JH112	<a href="mailto:brenda.achey@wichita.edu">brenda.achey@wichita.edu</a>
7091	ANGLETON, Denecia, Graduate Advisor / College of Fine Arts JH112	<a href="mailto:denecia.ingleton@wichita.edu">denecia.ingleton@wichita.edu</a>
3555	ART DEPT	
3188	AUDIO PRO	
3475	RESERVATIONS – Schedules all other than WH & DFAC	
3233	BOX OFFICE	
3587	CLITHERO, Ray Per Fac C139 Box 116	<a href="mailto:ray.clithero@wichita.edu">ray.clithero@wichita.edu</a>
3581	COLLEGE of FINE ARTS INSTITUTE C120	<a href="mailto:cfai@wichita.edu">cfai@wichita.edu</a>
3546	COPY CENTER – Morrison	
3363	COSTUME SHOP -Wilner	
5078	CRANE, Rachel, Ablah Box 68	<a href="mailto:rachel.crane@wichita.edu">rachel.crane@wichita.edu</a>
3530	DANCE DEPT. - Heskett	
3389	Dean's Office JH 112	
6001	GREGORY, Gina, Dean's Sr. Admin. Assistant JH112 - Box 151	<a href="mailto:gina.gregory@wichita.edu">gina.gregory@wichita.edu</a>
6002	HANES, Wendy. JH112	<a href="mailto:wendy.hanes@wichita.edu">wendy.hanes@wichita.edu</a>
3587	Per Fac C137 Reserves MH/WH/C9	<a href="mailto:perf.facilities@wichita.edu">perf.facilities@wichita.edu</a>
3208	MORGAN, Tara Box office C131	<a href="mailto:tara.morgan@wichita.edu">tara.morgan@wichita.edu</a>
7894	MUEHL, David Per Fac	<a href="mailto:david.muehl@wichita.edu">david.muehl@wichita.edu</a>
3103	MUSIC OFFICE – School of Music main line C124	
3368	PERFORMING ARTS	
3450	POLICE DEPARTMENT	
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6274	TOWN, Robert, Professor Emeritus Organ JH 112E	<a href="mailto:robert.town@wichita.edu">robert.town@wichita.edu</a>
6634	GOFORTH, Renea - Performing Arts	<a href="mailto:renea.goforth@wichita.edu">renea.goforth@wichita.edu</a>
<b>FAX NUMBERS:</b>		
SOM 978-3625		
Dean's Office 978-3951		
Updated 8/4/09		

## Curriculum

**For degree options and requirements, visit:**

[http://webs.wichita.edu/?u=FA\\_music&p=/mu\\_degrees/](http://webs.wichita.edu/?u=FA_music&p=/mu_degrees/)

**Degrees are available in the following areas:**

Music Minor

### Music – General

Bachelor of Arts in Music

Bachelor of Music / Theory-Composition

### Music – General with Electives

Bachelor of Music / Elective Studies in Journalism and News Editorial

Bachelor of Music / Elective Studies in Broadcasting

Bachelor of Music / Elective Studies in Journalism and Advertising-PR

Bachelor of Music / Elective Studies in Business

### Music Education

Bachelor of Music Education / Vocal and Keyboard

Bachelor of Music Education / Special Music Education

Bachelor of Music Education / Instrumental

### Music Performance

Bachelor of Music / Vocal Performance

Bachelor of Music / Instrumental Performance

Bachelor of Music / Keyboard Performance

Bachelor of Music / Jazz Performance

### Master of Music

Master of Music, Performance, Strings, Winds, Percussion

Master of Music, Performance, Voice

Master of Music, Performance, Piano

Master of Music, Piano Pedagogy

Master of Music, Instrumental Conducting

Master of Music, History/Literature

Master of Music, Theory/Composition

Master of Music, Opera Performance

Master of Music, Piano Accompanying

Master of Music, Performance, Organ

### Master of Music Education

Master of Music Education, Elementary/General Music

Master of Music Education, Choral Music

Master of Music Education, Instrumental Music

Master of Music Education, Voice

Master of Music Education, Special Music Education

### ***Scholarships***

For information on Scholarships, visit [Wichita.edu/music](http://Wichita.edu/music), and click on the “Scholarship” tab on the right-hand menu.

### ***Financial Assistance***

For information regarding other forms of financial assistance, contact the Office of Financial Aid at (316) 978-3430, in Jardine Hall, Room 203, or visit their website: [http://webs.wichita.edu/?u=finaid\\_home&p=/index](http://webs.wichita.edu/?u=finaid_home&p=/index)

### ***Advising***

Undergraduates in the School of Music follow “dyad” track advising. This means that students have two advisors during their academic career. Incoming undergraduate music students must first contact the undergraduate music advisor for orientation, program review, and enrollment permission. Advisor assignments are then arranged according to the student’s degree track. For all BM majors, their applied professor becomes their primary advisor. All BME majors are assigned to a music education faculty member in their area of study for their primary advisor. All musicology/composition and BA majors are assigned to a theory/musicology professor. The undergraduate music advisor remains a secondary advisor to all students and oversees final preparations for graduation.

All graduate students initially contact the general graduate advisor for the admissions process and the assignment of their faculty advisor. The general graduate advisor handles all student records and plans of study for the duration of the students’ academic career. Faculty advisors provide guidance and mentoring for students.

*Contact information -*

*Undergraduate Advisor:* Jan Ives 978-6430

*Graduate Advisor:* Denecia Angleton 978-7091



# **RECITAL INSTRUCTIONS**

Milissa O'Dell will handle all programs.

Instructions:

1. **Have program and notes to Milissa in electronic form TWO WEEKS before the recital date. If your recital falls on a weekend, the previous Friday is the due date. Items to include are as follows:**

- Time
- Date
- Location
- Detailed Program
- Program notes (*if applicable*) – Please keep the length to a minimum due to budget constraints.
- Biographies - Please keep the length to a minimum due to budget constraints.

### ***Additional Information required of Students***

- Advisor that will be reviewing the program
- List of any Accompanist or those assisting
- Indicate if they are a Performance or Education major
- Indicate Junior / Senior / Graduate recital

2. **Acceptable forms for submission are:**

- Email to: Milissa.ODell@wichita.edu
- Flash Drive or CD

3. **Proofs will be given to the appropriate faculty member to review.**

4. **Faculty will then return the proof ASAP to the office to have corrections made.**



## Office Policies

### ***Office Hours/Building Hours***

*Duerksen Fine Arts Center is open at the following times:*

Monday - Friday: 7:00 a.m.- 10:30 p.m.  
Saturday: 7:00 a.m. - 8:00 p.m.  
Sunday: 12:00 p.m.- 8:00 p.m.  
Holidays\*: CLOSED

*Weidemann Hall is open at the following times:*

Monday - Friday: 7:00 a.m.- 5:00 p.m.  
Saturday and Sunday: Closed  
Holidays\*: Closed

### ***\*Observed Holidays:***

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Winter Closedown (see posted hours)

### ***Practice Rooms***

Our practice rooms are available to any School of Music students, and are open during office/building hours (above).

- No smoking, eating, or drinking in the practice rooms; smoking is not allowed in buildings.
- Report any problems with rooms or instruments to the music office DFAC C124.
- Private teaching is not allowed in the practice rooms.

For information on Practice Room keys, see the "Key Policy".

### ***Copy Machine***

The School of Music Copy machine is located in C124 DFAC. The copy machine is available for personal use, at a charge of \$.10 per sheet.

The School of Music will not accept responsibility for any copyright violations on copiers within the School of Music Offices, whether or not alleged to be for use by organizations or individuals on behalf of the university. Please follow designated procedures and become aware of and observe copyright laws.

## ***Fax Policy***

The School of Music fax machine is located in room C127 DFAC. Faxes that pertain to the School of Music are no charge; personal faxes are \$1.50 for the first page, and \$0.50 for each subsequent page. All incoming faxes are no charge.

## ***Key Policy***

Keys can be checked out through the Music Office in C124. Any student borrowing keys will be required to sign and date the key checkout form, and leave a driver's license or Student ID, which will be returned to the student upon return of the key.

### ***Key Deposit for Practice Rooms -- \$50***

Students who are approved to check out key(s) must make a \$50 key deposit to the Music Office. Key deposits are partially refunded if the key is returned by the posted deadline. All keys are issued through WSU Music Office, and it may take up to one week for the key to be available for pick up.

### ***Lost Keys***

If keys are lost, the student will lose his/her \$50 deposit. In order to receive a replacement key in the Music Office the student will be required to make an additional \$50 key deposit. If keys are lost twice, the student will no longer be authorized to have any keys.

## ***Instrument Rental Policy***

Rental instruments are available to music students enrolled in methods courses, ensembles, applied lessons, or Basketball Band. With instructor approval, these instruments may be checked out through the Director's Assistant in DFAC C127. Students will be required to present a WSU ID, a Driver's License, and to complete an Instrument Check-Out Form, signed by a faculty member.

### **Any student who checks out an instrument agrees to the following:**

1. The Student pays a \$20.00 Instrument Usage Fee before instrument is checked out.
2. The fee will cover the use of the instrument for Methods courses, Ensembles, Applied Lessons, or Basketball Bands. (Consent of School of Music Faculty member required before instrument is checked out).
3. This usage fee does not cover repairs to the instrument incurred by the Student while in the Student's possession. If repair is needed, the Student must notify the Band or Strings Director immediately.
4. The Student shall replace or repair the instrument if lost or damaged. The Student will be held financially responsible for the cost of the instrument if the instrument is not returned or is returned in a damaged and irreparable condition.
5. The Student shall not take the instrument from the Wichita area without the express consent of the head of the School of Music or his/her designee.
6. The instrument shall be returned to the School of Music before the Study Day of the semester for which it is checked out. **Failure to return instrument** by deadline will result in student being placed on Academic Hold with the University, a report will be made to the University Police Department, and appropriate legal action will be taken as necessary.



## Rental Lockers Policies

### 1.0 Purpose

1.0 Rental lockers are owned by Wichita State University. Students renting lockers are expected to follow the locker rules or their locker privileges will be revoked without a refund.

### 2.0 Procedures

**2.1 Rental Period** – Rental of lockers begins the first day of classes each semester on first come, first served basis for School of Music WSU students, who are currently enrolled. One locker only with a valid Shocker Card by semester.

**2.2 Rental Contracts** - Students will sign an agreement that outlines the guidelines for the use of rental lockers as follows:

- The School of Music is not responsible for damage or loss of items stored in lockers.
- Once a locker is rented, the locker rental fee is non-refundable until the end of the academic year.
- Do not store food in lockers.
- Do not store flammable materials (i.e. solvents), dangerous chemicals, explosives or weapons of any kind in lockers. No illegal or controlled substances such as drugs or alcohol may be stored in rental lockers.
- The School of Music reserves the right to open a locker in an emergency situation. An attempt to contact the student before opening the locker will be made, time permitting.
- A deposit of \$15.00 is required per locker payable in cash or check to the School of Music. A portion of the deposit is refunded to students after finals at the end of the academic school year. If a student reserves a locker in the spring semester the fee is \$15.00 and a portion will be refunded after the end of the spring semester.
- The staff member who will be opening the locker will require the following information in order to open a locker: A picture ID (Shocker ID or drivers license), a description of items contained in the locker, a social security number, name, and contact information.
- Any damage to the locker by a student could result in damage assessment in order to replace the locker or for other repairs. A "hold" on student academic records will be initiated if cleaning/damage fees are not paid.
- Failure to clear out belongings by the "end date" of the agreement will result in confiscation of those belonging for a period of one week. If belongings are not claimed in that time period, the items will be disposed of.

2.2.1 Students must supply a current address, permanent address, and phone numbers for both residences. This information will allow them to be contacted in the case of an emergency pertaining to their locker.

2.2.2 The signed agreement will include the date by which lockers must be cleaned each academic school year.

2.2.3 Locker rentals must be renewed each year; there will be no automatic renewal.

**2.3 Cleaning** - Rental lockers are cleaned out at the end of each academic year. Notices are placed one week in advance of cleaning. All items not removed before cleaning will be disposed of.

**2.4 Opening Lockers** - The WSU and the School of Music has the right to open lockers in instances where locker procedures are being abused or in the case of an emergency. Staff may also open lockers pertaining to lost locker keys or combinations.

## Rental Lockers Agreement

### Locker Policies:

The use of any locker that is not approved by WSU management is in violation and subject to a forced opening and removal of items to make space available for approved use. The School of Music is not liable for loss of any items in lockers. Notices will be placed on lockers for no less than two weeks at the start of the each term to allow the user to conform to requirements. The School of Music is not liable for disposal of any items found in lockers not in compliance.

**If you do not agree with the above policies, please do not register and use a locker.**

**I have read and agree with the locker procedures and policies.**

I Agree

**Signature:** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Your current address** \_\_\_\_\_

**Your permanent address** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**What academic program are you in?** \_\_\_\_\_

**MyWSU id #:** \_\_\_\_\_

**What floor is the locker located on?** DFAC Basement \_\_\_\_\_ DFAC Tuba Room \_\_\_\_\_

**Instrument:** \_\_\_\_\_

**Locker Number:** \_\_\_\_\_ **Lock Combination #:** \_\_\_\_\_

**WICHITA STATE UNIVERSITY**  
**Office of the Registrar**

	<b>Fall 2007</b>	<b>Fall 2008</b>	<b>Fall 2009</b>
Weekday Classes begin	August 16 (TH)	August 21 (TH)	August 20 (TH)
Weekend Classes begin	August 18 (SAT)	August 23 (SAT)	August 22 (SAT)
Labor Day - no classes	September 3 (M)	September 1 (M)	September 7 (M)
20 <sup>th</sup> Day Report Cutoff	September 13 (TH)	September 18 (TH)	September 17 (TH)
Mid-term point	October 11 (W)	October 15 (W)	October 14 (W)
Fall Break begins	October 18 (TH)	October 16 (TH)	October 15 (TH)
Fall Break ends	October 19 (F)	October 17 (F)	October 16 (F)
Thanksgiving Break begins	November 21 (W)	November 26 (W)	November 25 (W)
Thanksgiving Break ends	November 25 (SUN)	November 30 (SUN)	November 29 (SUN)
Fall Classes end	December 6 (TH)	December 11 (TH)	December 10 (TH)
Study day	December 7 (F)	December 12 (F)	December 11 (F)
Final Exams begin	December 8 (SAT)	December 13 (SAT)	December 12 (SAT)
Final Exams end	December 14 (F)	December 19 (F)	December 18 (F)
<b>Total Instructional Days = 75      Exam Days = 6 including Saturday</b>			
	<b>Spring 2008</b>	<b>Spring 2009</b>	<b>Spring 2010</b>
MLK Day - no classes	January 21 (M)	January 19 (M)	January 18 (M)
Weekday Classes begin	January 22 (T)	January 20 (T)	January 19 (T)
Weekend Classes begin	January 26 (SAT)	January 24 (SAT)	January 23 (SAT)
20 <sup>th</sup> Day Report Cutoff	February 18 (M)	February 16 (M)	February 15 (M)
Mid-term point	March 14 (F)	March 13 (F)	March 12 (F)
Spring Break begins	March 17 (M)	March 16 (M)	March 15 (M)
Spring Break ends	March 23 (SUN)	March 22 (SUN)	March 21 (SUN)
Spring Classes end	May 12 (M)	May 11 (M)	May 10 (M)
Study day	May 13 (T)	May 12 (T)	May 11 (T)
Final Exams begin	May 14 (W)	May 13 (W)	May 12 (W)
Final Exams end	May 20 (T)	May 19 (T)	May 18 (T)
<b>Total Instructional Days = 75      Exam Days = 6 including Saturday</b>			
	<b>Summer 2008</b>	<b>Summer 2009</b>	<b>Summer 2010</b>
Pre-session	May 26 -June 6	May 25 -June 5	May 24 -June 4
8-week Term	June 9-August 1	June 8 -July 31	June 7 -July 30

December 1, 2005

## *Important Contacts (General)*

### **Accounts Receivable (Cashier's Office)**

978-3076

978-3333

[accountsreceivable@wichita.edu](mailto:accountsreceivable@wichita.edu)

### **Admissions, undergrad**

978-3085

<http://webs.wichita.edu/?u=ugrad>

Midwest Student Exchange

<http://webs.wichita.edu/?u=UGRAD&p=/msep/>

National Student Exchange

[http://webs.wichita.edu/?u=ugrad\\_nse&p=/index](http://webs.wichita.edu/?u=ugrad_nse&p=/index)

### **Career Services**

978-3435

[career.services@wichita.edu](mailto:career.services@wichita.edu)

<http://careers.wichita.edu>

### **Cooperative Education and Internships**

978-6988

[www.wichita.edu/coop](http://www.wichita.edu/coop)

### **Counseling and Testing Center**

978-3440

<http://webs.wichita.edu/?u=COUTSTCTR1&p=/index>

Testing Services

<http://webs.wichita.edu/?u=COUTSTCTR1&p=/TestingServices/>

### **Disability Support Services**

978-5949

978-5948

<http://webs.wichita.edu/dss>

### **Financial Aid**

978-3430

[http://webs.wichita.edu/?u=finaid\\_home&p=/index](http://webs.wichita.edu/?u=finaid_home&p=/index)

### **Graduate School**

978-3095

<http://www.webs.wichita.edu/gradsch>

### **Heskett Center**

978-3082

<http://webs.wichita.edu/?u=HESKETTCENTER&p=/index/>

### **Legal Services**

978-3023

### **Library, Ablah**

978-3584

Chemistry Library

978-3763

Music Library

978-3029

<http://library.wichita.edu>

### **Math Lab**

978-3160

[www.wichita.edu/math](http://www.wichita.edu/math)

### **Office of International Education**

978-3232

<http://www.wichita.edu/international>

### **Study Abroad**

<http://webs.wichita.edu/?u=intlstabroad&p=/SA>

### **Police, Campus**

Located east of Grace Wilkie

978-3450 (TDD/TDY)

<http://webs.wichita.edu/?u=police>

### **Registrar's Office**

978-3055

978-3090

[www.wichita.edu/registrar](http://www.wichita.edu/registrar)

### **Rhatigan Student Center and Student Leadership**

Information: 978-4636

<http://webs.wichita.edu/?u=rsc&p=/index>

### **Student Government Association**

978-3480

[sga@wichita.edu](mailto:sga@wichita.edu)

### **Student Health Services**

209 Ahlberg Hall

978-3620

<http://webs.wichita.edu/?u=shc&p=/index>

### **Sunflower Student Newspaper**

978-3640

[www.thesunflower.com](http://www.thesunflower.com)

### **Transcripts and Enrollment Certification**

978-3057

<http://webs.wichita.edu/?u=registrar&p=trans>

### **University Information Center**

Rhatigan Student Center

978-1636 (WSU-INFO)

[university.info@wichita.edu](mailto:university.info@wichita.edu)

### **University Bookstore**

978-3490

[www.wsubooks.com](http://www.wsubooks.com)

### **Veterans Services**

978-3027

<http://financialaid.wichita.edu/veteran/vethome.htm>

### **Writing Center**

978-3173

[http://webs.wichita.edu/?u=COMPOSITIONWEB&p=/writing\\_center/](http://webs.wichita.edu/?u=COMPOSITIONWEB&p=/writing_center/)

### **WSU West Campus**

978-6777

<http://webs.wichita.edu/?u=westside&p=index>

### **WSU South Campus**

978-8100

<http://webs.wichita.edu/?u=wsusouth&p=/index>



**I have received a copy of the 2009/2010 Student Handbook for Wichita State University's School of Music.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
WSU ID