

# **SCHWOB SCHOOL OF MUSIC STUDENT HANDBOOK 2015-2016**

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**Schwob School of Music Mission Statement**

A school of music within a public university, the Schwob School of Music at Columbus State University is a community of artists committed to the highest standards of artistry and integrity within a selective and nurturing learning environment. The Schwob School of Music's dedicated faculty of teaching artists embrace creative approaches to best practices in education, and provide a professionally focused experience preparing individuals to become leaders in the music field. Centrally located within a vibrant downtown arts campus in an outstanding music facility, the Schwob School of Music maintains a strong degree of community engagement, and benefits from a remarkable relationship with the Columbus community.

**GENERAL INFORMATION**

Columbus State University, Schwob School of Music is located in Columbus, Georgia. The University population is over 8,000 students on two campuses. There are four Colleges in the University; the School of Music is housed in the College of the Arts.

The School of Music is located on the RiverPark campus in uptown Columbus and serves 250 music majors from 21 countries with a faculty of over 35. The School of Music offers a Bachelor of Music Degree with concentrations in Music Education and Performance, as well as an Emphasis in Jazz. The School offers a Bachelor of Arts Degree, also available with an Emphasis in Music Technology. The School also offers a Master of Music in Music Education and an Artist Diploma. It is accredited by the Southern Association of Colleges and Universities and the National Association of Schools of Music.

The information in this handbook is provided to inform students of the policies and procedures set forth by the faculty of the Schwob School of Music. Students should additionally familiarize themselves with the other publications provided by the University, such as the Student Handbook for CSU.

**FACILITIES**

In the Fall of 2001 the Schwob School moved into the \$78 million RiverCenter for the Arts building in uptown Columbus. The facility houses a 2000 seat auditorium, a 400 seat concert hall, a 150 seat recital hall as well as rehearsal halls, classrooms, faculty studios and offices, a state of the art electronic music studio, practice rooms, and a Music Library. Our facilities also include a Piano Lab with 24 electric pianos. Lockers are available for instrument storage in throughout the Schwob side of the building. Please see the Director of Wind Ensemble Activities for sign-up information.

**PIANOS****PLEASE DO NOT PLACE ANY BOOKS, CASES, FOOD OR DRINKS ON THESE INSTRUMENTS.**

In 2008 the School of Music received a gift of 67 Steinway pianos. They are placed for your use throughout the facility. Please treat them as you would your parent's living room furniture! These instruments are tuned on a regular basis, however, if you have any problems with a piano please notify the office.

**NO FOOD, DRINK OR CHEWING GUM IS PERMITTED IN ANY CLASSROOM OR THE PRACTICE ROOMS. STATE FIRE LAWS PROHIBIT SMOKING IN STATE BUILDINGS.**

**DIAGNOSTIC EXAMS – TRANSFER STUDENTS**

In addition to auditions, diagnostic exams for placement level are given in music theory for freshmen, and music theory, sight singing and ear training music and history for transfer and graduate students. These tests provide a frame of reference for advising a program of studies and determining the progress that should be achieved each semester. The results of these exams will determine the specific entry level into these areas. **If you have not already been tested, contact Dr. Kristen Hansen, at Hansen\_kristen@columbusstate.edu or (706) 649-7271.**

**SCHOLARSHIPS**

Scholarship awards are reviewed each semester and will be decreased or cancelled if the student is not meeting the academic and other requirements as specified in the scholarship contract. A "B" (3.0) average is required in all music classes and a "2.5" in all other classes in order to maintain the scholarship. Students on stipends must perform in various ensembles as determined by the School faculty, carry a full load (12 credits undergraduate and 9 credits graduate) and take applied music. If requested by the Director of the School of Music, scholarship students will provide reasonable services as a soloist or member of an ensemble for community and/or university event.

**GRADUATION**

To be eligible to graduate, you must apply online and pay a non-refundable fee of \$60 as you approach completion of degree requirements. The deadline to apply for graduation is the last day of final exams during the semester before the semester you expect to graduate.

You will find all information regarding graduation including a step-by-step guide to the graduation process here: [http://graduation.columbusstate.edu/candidacy\\_steps.php](http://graduation.columbusstate.edu/candidacy_steps.php)

**STUDENT ID CARDS**

All students receive a CSU identification card during orientation, which will serve as their scan card to access buildings on the RiverPark campus. Students who did not attend orientation can get a scan card at the RiverPark campus police station on Tuesdays and Thursdays from 9:00 – 4:00 PM or at the main campus police station Monday through Thursdays. Clearances are automatically assigned based on the students schedule and individual need for access to certain areas. Access to the Schwob School of Music including the practice rooms is given to all music majors. If you need access to other rooms within the building, please see Debra Tommey, Enrollment Coordinator, for a request form. **Students must have their scan card with them at all times and should never let other students use their cards.** Replacement cards cost \$30 and can be billed to your CSU account. If you have misplaced your card and need immediate access to the building, please contact CSU Police at 706-568-2022.

# CURRICULUM

INFORMATION ON ACADEMIC ADVISING, DEGREE REQUIREMENTS, SUGGESTED COURSES OF STUDY, GENERAL MUSIC ADVISING INFORMATION, AND FREQUENTLY ASKED QUESTIONS IS AVAILABLE AT

[http://music.columbusstate.edu/music\\_advising.php](http://music.columbusstate.edu/music_advising.php)

## APPLIED MUSIC GRADING

Applied music grades are determined within each applied area. Check with your applied professor for details.

## PROBATION AND DISMISSAL FOR APPLIED MUSIC GRADES

Any student earning a D or lower in his/her primary applied area will be placed on a onesemester probation. The applied teacher will write a document detailing the areas that are deficient and specific goals that must be reached for the next semester. The student will sign this document, indicating acceptance of the notification. The student, applied teacher, and the director or assistant director of the Schwob School of Music will meet to discuss the situation and create a plan for improvement.

A student earning a second grade of D or lower in that same primary applied music area may be required to change his or her major to a major outside of music. The student will not be eligible to enroll in applied music courses. The student may attempt to audition for readmission to the School of Music no sooner than one semester after the dismissal.

## JURIES

All students enrolled in applied lessons will be expected to perform in a jury at the end of each semester. Requirements for juries vary by applied area, but generally consist of performing scales, studies, sight-reading, and repertoire before a committee of three or more faculty members. Your jury grade may represent up to 33% of your semester grade, depending on your applied area. Specific requirements for each area are available from the respective Area Coordinator.

## KEYBOARD PROFICIENCY

All students majoring in music are required to pass a keyboard proficiency examination. The proficiency examination tests the student's ability to use the keyboard as a tool within the framework of his/her professional activities. The examination requirements are passed during MUSA 2315 (Keyboard 3). Some requirements are passed in class, and some are recorded for faculty observation. All recording is done in class. No individual recordings will be accepted. The proficiency course (MUSA 2315) must be passed before enrolling in secondary applied piano.

### **SOPHOMORE BARRIER**

Sophomore barrier - Before students majoring in music are allowed to enroll in 3000-level courses in applied music, they must pass a proficiency examination/barrier. The exam is normally administered at the end of their fourth semester of study. Music faculty will decide at this time whether a student is permitted to continue with their degree work in music. If a student is making good progress in applied lessons and doing "B" or better work in academic course work, he or she will pass the sophomore barrier. If a student does not pass the sophomore barrier, they will be counseled by their advisor on their options for continuing as a music major.

### **MEMBERSHIP IN ENSEMBLES**

Music students must hold membership in at least one ensemble\* every semester of residence. One of the required ensembles must be Chamber Singers, Choral Union, Concert Chorale, Jazz Band, Philharmonic Orchestra, Wind Ensemble, or Wind Orchestra. Other ensembles may be stipulated by your Area Coordinator, Advisor, or applied professor. Students should apprise themselves of the policies of the individual organizations both in grading and attendance. Students with School of Music scholarships may be required to participate in additional ensembles as determined by the Director.

**\*Please note some areas have different ensemble requirements. Please check the curriculum in your area.**

### **CONVOCATION ATTENDANCE (MUSC 1000)**

The Schwob School of Music's weekly Convocation provides the opportunity to all applied students to perform for the area faculty and for their colleagues, to develop their skills and receive constructive evaluation.

### **POLICIES REGARDING COLLABORATION WITH PIANISTS**

Each student will be assigned her/his pianist(s) at the beginning of the semester. Your applied instructor will contact the coordinator of accompanying for any questions regarding these assignments. **It is your responsibility to contact your pianist(s) in advance to schedule rehearsals, lessons, and all performances.** Proper rehearsals are required before any performances unless both parties agree to forgo this practice (very unusual).

Please check your pianist's availabilities in advance before you schedule your performance events. Your hours with your pianist should to be spread out as evenly as possible during the semester, so please avoid cramming your hours towards the end. No refund will be given if rehearsals fail to lead to performances. No make-ups will be given for missed rehearsals unless the pianists receive notice at least twenty-four hours in advance. Increasing the number of hours with pianist beyond the allocation announced each semester by your applied instructor may result in additional costs. The assigned hours should cover school activities and your degree requirements – rehearsals, lesson, studio classes, master classes, convocations, juries/recital juries, and degree recitals. You will be responsible to fund and find pianists for any other activities—such as recordings, auditions, and competitions—other than those approved by the Director.

**POLICY ON ASSIGNMENT OF INSTRUCTION IN VOCAL PERFORMANCE**

1. There is no guarantee of a particular teacher to any particular student.
2. There is no guarantee of a particular student to any particular teacher.
3. We shall do the best we can to assign students to teachers with whom they are compatible and vice versa.
4. Each student must express a choice of teachers and give two alternates when appropriate.
5. We try to respect wishes of faculty members when expressed.
6. After all considerations are determined students must accept the teacher assigned to them and teachers must accept the students assigned to them.

**POLICY IN REGARD TO CHANGE OF TEACHER OR CHANGE OF STUDENT PROCEDURE:**

1. The Schwob School of Music recognizes that students have various viewpoints.
2. Students have the right to change teachers, but must adhere to the following procedures in the following order:
  1. The student must notify their present teacher of their desire to change studios.
  2. The student should notify the Director of the Schwob School of Music of their desire to change studios.
  3. The Director of the Schwob School of Music will contact the Coordinator of Vocal Studies in regard to the student's desire to change studios.
  4. The Coordinator of Vocal Studies will contact the student in regard to their wish to change studios.
  5. The Coordinator of Vocal Studies will contact the studio teachers ( both present and requested) in regard to a new studio assignment for the student.
  6. After consultation with both teachers, the Coordinator of Vocal Studios will contact the student in regard to a new studio assignment.
  7. It is understood that students shall have no negative repercussions as a result of changing teachers.
  8. Studio changes will be made and assigned by the Coordinator of Vocal Studies based on consultation with the Director of the Schwob School of Music and the availability of space in another studio.
  9. Faculty should respect the major professor relationship and should not solicit a student directly or through another person.
  10. The relationship between teacher and student should be established, maintained and ended in a professional manner. Faculty should respect the student's choice, and should maintain and promote ethical and professional conduct.

## SSOM Course offerings

### Every Fall

#### **Theory/Aural Skills:**

MUSC 1214 Theory 1  
 MUSC 1314 Skills 1  
 MUSC 1215 Theory 2  
 MUSC 2201 Theory 3  
 MUSC 2301 Skills 3  
 MUSC 1221 Jazz Theory/Skills 1  
 MUSC 1223 Jazz Theory/Skills 3  
 MUSC 3117 Instrumentation and Transcription

#### **Keyboard Proficiency:**

MUSA 2314 Keyboard 2

#### **History:**

MUSC 1100 Music Appreciation (music majors only)  
 MUSC 3228 Music History to Mozart

#### **Education Courses:**

MUSE 3000 Music Ed Field Experience  
 MUSE 3206 Intro to Music Ed  
 MUSE 4205 Elem Methods  
 MUSE 4207 Secondary Methods

#### **Conducting:**

MUSE 3201 Basic Conducting (1 section)  
 MUSE 3202 Intermediate Conducting (1 section)

#### **Education Methods Courses:**

MUSE 2205 String Methods  
 MUSE 2206 Woodwind Methods (not for Fall 2012)  
 MUSE 2207 Brass Methods  
 MUSE 2208 Percussion Methods

#### **Degree-track specific courses:**

MUSC 1205 Opera Workshop 1 MUSE 3241 English/Italian Diction (2 sections)  
 MUSC 2510 Intro to Audio Tech (also offered as a grad course)  
 MUSC 3205 Opera Workshop 2  
 MUSE 3221 Vocal Pedagogy 1  
 MUSE 3243 French Diction (2 sections?)  
 MUSC 3311 Computer Music 1  
 MUSE 5205 String Instrument Repair

#### **Performance courses:**

MUSA 3305 Half recital  
 MUSA 4305 Full Recital  
 MUSP 1060 etc Jazz Ensemble  
 MUSP 1070 etc Orchestral Activities  
 MUSP 1080 etc Wind Ensemble Activities  
 MUSP 1090 etc Choral Activities  
 MUSP 3095 (Choral Union—Tuesday evenings only)



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MUSP 3358 Jazz Workshop

MUSP 4305 Collaborative Piano

Chamber Ensembles (MUSP courses)

String Chamber

Trombone Octet

Trombone Choir

Trumpet Choir

Saxophone Quartet

Guitar Quartet

Groups with variable instrumentation (MUSP 3359)

**Graduate Classes:**

MUSC 6740 Graduate Theory

MUSA 7105 Graduate Recital

MUSP 706/7070/7080/7090 Graduate level large ensembles

MUSP 6306 Chamber Music

MUSP 6305 Collaborative Piano

## Every Spring

### **Theory/Aural Skills:**

MUSC 1214 Theory 1  
 MUSC 1215 Theory 2  
 MUSC 1315 Skills 2  
 MUSC 2201 Theory 3  
 MUSC 2202 Theory 4  
 MUSC 2302 Skills 4  
 MUSC 1222 Jazz Theory/Skills 2  
 MUSC 1224 Jazz Theory/Skills 4

### **Keyboard Proficiency:**

MUSA 2313 Keyboard 1  
 MUSA 2315 Keyboard 3

### **History:**

MUSC 1100 Music Appreciation (music majors only)  
 MUSC 3229: History from Beethoven

### **Conducting:**

MUSE 3201 Basic Conducting (1 section)  
 MUSE 3202 Intermediate Conducting (1 sections)

### **Education Courses:**

MUSE 3000 Music Ed Field Experience  
 MUSE 3206 Intro to Music Ed  
 MUSE 4206 Secondary Choral Methods  
 MUSE 4208 Marching Band Techniques

### **Education Methods Courses:**

MUSE 2205 String Methods (not Spring 2013)  
 MUSE 2206 Woodwind Methods  
 MUSE 2207 Brass Methods  
 MUSE 2208 Percussion Methods

### **Degree Track Specific Courses:**

MUSC 2510 Intro to Audio Tech  
 MUSC 2511 Recording Tech 1 (also offered as a graduate course)  
 MUSC 3312 Computer Music 2  
 MUSE 3222 Vocal Pedagogy 2  
 MUSC 3205 Opera Workshop 2  
 MUSE 3242 German Diction (2 sections)  
 MUSE 5205 String Instrument Repair

### **Performance courses:**

MUSA 3305 Half recital  
 MUSA 4305 Full Recital  
 MUSP 1060 etc Jazz Ensemble  
 MUSP 1070 etc Orchestral Activities  
 MUSP 1080 etc Wind Ensemble Activities  
 MUSP 1090 etc Choral Activities  
 MUSP 3358 Jazz Workshop  
 MUSP 4305 Collaborative Piano  
 MUSP 3095 (Choral Union—Tuesday evenings only)

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Chamber Ensembles (MUSP courses)

String Chamber

Trombone Octet

Trombone Choir

Trumpet Choir

Saxophone Quartet

Guitar Quartet

Groups with variable instrumentation (MUSP 3359)

**Graduate Classes:**

MUSC 6115 Bibliography

MUSA 7105 Graduate Recital

MUSP 7060/7070/7080/7090 Graduate level large ensembles

MUSP 6306 Chamber Music

MUSP 6305 Collaborative Piano

MUSC 7000 Graduate Oral Exam

Courses Offered in Rotation by year and semester

**Fall Even Years**

MUSE 3215 Percussion Ped  
 MUSE 3231 Piano Ped 1  
 MUSE 3251 Brass Ped 1  
 MUSE 4215 Choral Ed tnqs  
 MUSC 5218 Song Lit  
 MUSC 5223 Guitar Lit 1  
 MUSC 5237 Symphonic Lit  
 MUSE 5400 Mus Ed Technol

**Graduate Courses:**

MUSC 6129 Classical Hist  
 MUSC 5218  
 MUSC 5223  
 MUSE 5400

**Secondary Applied:**

Percussion  
 MUSA 1305 Class Voice  
 Clarinet  
 Saxophone

**Spring Odd Years**

MUSE 3231 Piano Ped 2  
 MUSC 3116 Form and Analysis  
 MUSC 5236 String Lit  
 MUSC 5224 Guitar Lit 2  
 MUSC 3115 Counterpoint  
 MUSE 3252 Brass Ped 2

**Graduate Courses:**

MUSC 6126 (Baroque Hist) or  
 MUSC 6215 (Renn. Hist)  
 MUSC 5224  
 MUSC 5236

**Secondary Applied:**

Guitar  
 Violin  
 Horn  
 Tuba  
 MUSA 1305

**Fall Odd Years**

MUSE 3217 Guitar Ped  
 MUSC 5217 Brass Lit  
 MUSC 5225 Opera/Oratorio Lit  
 MUSC 5228 Piano Lit 1

**Graduate Courses:**

MUSC 6125 Romantic Hist  
 MUSC 5228  
 MUSC 5225  
 MUSC 5217

**Secondary Applied:**

Cello  
 Bassoon  
 Trombone  
 Viola  
 MUSC 1305 Class Voice

**Spring Even Years**

MUSE 2105 Instr Meth (choral)  
 MUSC 3307 Fretboard Harmony  
 MUSC 5219 Jazz History

MUSC 5229 Piano Lit 2

***Graduate Courses:***

MUSC 6128 20<sup>th</sup>- Cen Hist

MUSC 5229

MUSC 5219

***Secondary Applied:***

Flute

MUSA 1305 Class Voice

Oboe

Trumpet

Bass

## **PROCESS FOR STUDENT COMPLAINTS**

Students with an academic complaint should make every effort to resolve the complaint by speaking directly with the faculty member involved. If resolution cannot be achieved, complaints of an academic nature should be brought to the Director of the Schwob School of Music. The Director will make every effort to resolve the complaint by working with the student and faculty member(s) involved. If further consult is needed, the Director will refer the student to the CSU student handbook, which states that "any student who believes that individual academic rights have been violated may seek redress by contacting the Director of Judicial Affairs, the Dean of Students, or the Associate Vice President for Academic Affairs for direction in filing a formal grievance."

Student complaints of a non-academic nature should be brought to the Director of the Schwob School of Music, who will work with the student and any outside entities to resolve the complaint, i. e. the office of the Dean of Students, Residence Life, Counseling Center, etc.

## **MUSIC STUDENT ORGANIZATIONS**

### **NAfME (National Association for Music Educators) Collegiate**

NAfME Collegiate affords students an opportunity for professional orientation and development while still in school. This chapter enables students to gain an understanding of music education philosophy and professional practices through monthly speakers and various community activities. See [menc.org](http://menc.org)

### **Mu Phi Epsilon**

Mu Phi Epsilon is an international co-ed fraternity dedicated to the advancement of music throughout the world; the promotion of musicianship and scholarship; and the development of a true bond of friendship and loyalty to the Alma Mater. Mu Phi Epsilon is open to undergraduate music majors or music minors enrolled as candidates for a degree; graduate students who have been music majors or minors; music faculty members not affiliated with another professional music fraternity; and professional musicians eligible by special election upon approval of the International Executive Board. All of the preceding must meet chapter requirements for eligibility.

### **Phi Mu Alpha Sinfonia Professional Fraternity for Men in Music**

Phi Mu Alpha is a professional music fraternity dedicated to the advancement of music and to brotherhood among men engaged in musical and related activities. Over 300 chapters are on college and university campuses throughout the United States. Alumni chapters in most major cities serve some of Sinfonia's more than 50,000 alumni members.

### **Sigma Alpha Iota**

Sigma Alpha Iota is an international music fraternity dedicated to women in music. It was founded on June 12, 1903 by seven talented women at the University School of Music, Ann Arbor, Michigan. The mission of Sigma Alpha Iota is to encourage, nurture, and support the art of music. Sigma Alpha Iota continuously supports music in education and music in the community.

### **The American Choral Directors Association**

Founded in 1959, the American Choral Directors Association (ACDA) is a nonprofit music-education organization whose central purpose is to promote excellence in choral music through performance, composition, publication, research, and teaching. In addition, ACDA strives through arts advocacy to elevate choral music's position in American society.

The CSU/SSOM chapter of the American Choral Directors Association, offers students the opportunity to

join the finest professional choral organization in America, and offers you lifetime learning, professional stimulation, and continual growth in the choral field.

The local chapter will bring guest conductor/speakers and vocalists to campus and may sponsor other workshops and festivals. There are no local student membership dues, but you may wish to pay the National dues of \$35.00 per academic year. This entitles you to a subscription to *The Choral Journal*, ACDA's official periodical, a membership card that entitles you to attend state, divisional and national conventions.

You can receive more detailed information about ACDA at the national website: <http://acda.org>.

### **The National Association of Teachers of Singing**

The National Association of Teachers of Singing is the largest association of teachers of singing in the world. It has over 5,000 members, all of whom have pledged to uphold a professional Code of Ethics. *NATS* encourages the highest standards of singing through excellence in teaching and the promotion of vocal education and research. Its goals include the professional advancement of the talented performer and the enrichment of the general public. If you are a singer, music educator, interested in vocal instruction, or work in a voice-related field, we invite you to apply for membership in the CSU student chapter of *NATS*.

You can receive more information about *NATS* at the national website: <http://www.nats.org/>

## RECORDING POLICIES, SCHWOB SCHOOL OF MUSIC

Contact: Dr. Matthew McCabe, Ph.D. [McCabe\\_matthew@colstate.edu](mailto:McCabe_matthew@colstate.edu)

### OFFICIAL SCHWOB EVENTS

All student, faculty, ensemble, and guest artist performances are **automatically slated** to be recorded, providing they are scheduled through the School of Music. Note that this does **not** include master classes. You can confirm recording of your performance by emailing Dr. McCabe at [mccabe\\_matthew@columbusstate.edu](mailto:mccabe_matthew@columbusstate.edu) or calling 706-452-1337. Student, Faculty, Ensemble and Guest Artist performances **incur no charges** for recording or standard production tasks. Standard production tasks include basic track separation, fades, nominal level adjustments and CD production.

For **student recitals**, the student will receive **one (1) copy** of the performance. Staff pianists/accompanists may also receive a copy of the performance.

For **ensemble performances**, each **conductor** featured on the concert will receive **one (1)** CD. Featured **soloists** and **composers** featured on the concerts will also receive **one (1)**.

For **studio performances**, the applied professor will receive **one (1)** copy.

Copies of all Schwob events, with the exception of undergraduate student recitals will also be delivered to the **Music Library** for archival purposes. Releases will be sought from visiting artists, and members of the CSU community may opt-out of automatically scheduled recordings by notifying Professor McCabe in advance of the performance date.

### PRIVATE SESSIONS

**Private audio recording sessions** with our engineers are also available. Our staff is capable of handling a variety of project types, and can record in several locations, including Legacy Hall, the Studio Theatre, ensemble rehearsal rooms, and other locations using portable equipment.

The first step in planning a private recording session is to **schedule the space first** by contacting the facilities manager, Professor Tao Ge, at [ge\\_tao@columbusstate.edu](mailto:ge_tao@columbusstate.edu) Next contact Dr. McCabe to schedule an engineer.

*Student Fees for Private Sessions:*

**\$60 Base Fee:** 1.5 hours of time to be used at the client's discretion. Students may use this time however they see fit: recording, editing, etc. The base fee includes track separation, fades, nominal levels, CD burning. Any post-production or recording time beyond the base fees will incur a charge of **\$40/hr.** billed in **15-minute increments**. Additional CDs are \$5 each and may include printed artwork.

Contact Dr. McCabe if your recording project is on a budget and needs additional planning **before the sessions begin**. This is to ensure efficient production and availability of engineers as well as to prevent "creeping sessionitis".

### EQUIPMENT CHECKOUT

The Technology Area maintains check in and out procedures for portable audio recorders as well as the video equipment housed in the BellSouth lab (room 1609 in the front office).

All equipment must be checked out from a student technology assistant or graduate student, Dr. McCabe, or other authorized person. Upon checkin and checkout, equipment is inventoried and the user will be billed for missing/broken/damaged items.

Please note the recording studio **does not provide video services**. We can provide a list of contact information for individuals who do this type of work.



**DEADLINES AND LAST MINUTE SESSION SCHEDULING**

**All recording sessions not on the master recording calendar** (i.e., official Schwob events) must be scheduled 10 days in advance, preferably longer.

**Under no circumstances will recording sessions take place on short notice.** Please note this policy change: We will **NOT** record with you unless it is scheduled outside of the 10- day deadline.

**OBTAINING COPIES OF YOUR RECORDINGS**

**Standard Production time** for standard recording services (recital performances, ensemble concerts, and basic sessions as listed above) is **2-3 weeks**. Please do not expect to receive a disc at the end of the concert or recording session. This is to ensure both the quality of the recording and to keep pace with our busy production schedule.

If you would like additional copies of your recording, please contact Professor McCabe and he will open a work order for duplication. Deadlines should be specified if the duplications are timesensitive. We can also create compilation CDs of completed projects with printed artwork for \$5 per disc.

Private session recordings are available from the business manager in the music front office, who will issue copies when the invoice for the private session is paid (see below).

**PAYING FEES**

At the close of a project, an invoice will be generated by the recording engineer, and sent to Dr. McCabe, the Schwob business manager in the music office, and the client. CDs will be delivered to the office the next business day, where they can be picked up upon payment of the invoice.

Additional copies of previous projects may be requested at the costs listed above. Email Professor McCabe to place an order.

**ACCESS TO THE CSU STUDIOS**

Students are welcome to make use of our recording facilities when accompanied by a staff member. However, access to the space and equipment must first be approved by Dr. McCabe. Outside users of the CSU studios are encouraged to bring their own external hard disks or USB flash drives to store data. Since our primary mission is to record official Schwob events, we cannot be responsible for data left on our machines from outside projects. All of the engineers and technicians who work in our studio spaces must agree to the **studio use regulations** *before* using any of the equipment for projects. This includes student employees and students enrolled in classes taught in the studio spaces.

Please see Dr. McCabe for a copy of the regulations and to receive authorization for studio access. Individuals who have not agreed to the studio regulations are not permitted to enter the studio spaces unless escorted by a staff member.