

## MUSIC

### Undergraduate Student Handbook 2024-2025



This handbook is designed to help you navigate the School of Creative Performing Arts and your degree. Please take the time to read the practical advice contained in these pages. Enjoy your time at the University of Calgary.

We look forward to working with all of you.

[scpa.ucalgary.ca](https://scpa.ucalgary.ca)

## Welcome to the School of Creative and Performing Arts (SCPA)

The faculty and staff of the **School of Creative and Performing Arts (SCPA)** would like to welcome you to another wonderful year at the University of Calgary! As you immerse yourself in scholarly and artistic pursuits, we encourage you to take some time to explore the [SCPA website](https://www.scpa.ucalgary.ca) and review the key information for your program. We also encourage you to attend as many concerts, plays, and dance presentations as you can throughout the year in order to fully explore your own artistic development through the inter-arts enrichment that the SCPA offers.

[scpa.ucalgary.ca](https://www.scpa.ucalgary.ca)

The SCPA website is your primary link to program information, to upcoming events, to important forms, to contact information, and to connect you with resources.



## SCPA Administrative Office

The SCPA administrative office is located in Craigie Hall D (CHD) 100. Please note that most of your student inquiries can and should be answered by the Arts Students' Centre. As some staff members may work remotely, the best way to get in contact with someone is through email.

### Key Administrative Contacts

Division of Music  
[scpa@ucalgary.ca](mailto:scpa@ucalgary.ca)

Alexandra Lyons  
Room Bookings  
[scpa@ucalgary.ca](mailto:scpa@ucalgary.ca)

Rod Squance  
Division Lead, Music  
[musicdivisionlead@ucalgary.ca](mailto:musicdivisionlead@ucalgary.ca)

Jeremy Brown  
Performance Lead  
[jbrown@ucalgary.ca](mailto:jbrown@ucalgary.ca)

Alida Lowe  
Performance and Artist Coordinator  
[Alida.lowe@ucalgary.ca](mailto:Alida.lowe@ucalgary.ca)

Bruce Barton, PhD  
Director, SCPA  
[scpadirector@ucalgary.ca](mailto:scpadirector@ucalgary.ca)

### Student Centre Contact Information

The University of Calgary, which includes professors, instructors and staff, communicates with students primarily through electronic communications. This includes email and Student Centre notifications. University of Calgary students are provided with a UCalgary email address. Official notifications and communications from the University of Calgary will only be sent to your UCalgary email address. You **must** register for your UCalgary email account and ensure that the contact information in your Student Centre is current. Students are responsible for the accuracy and validity of their contact information. **Your ucalgary.ca account is your primary account, so check it often.**

### Announcements and Events

Important information is regularly posted on the [Online Bulletin Board](#), located on the [SCPA website](#). Here you will find details about upcoming events, auditions, important forms, deadlines, and announcements.

# Have a question about your Music program?

## **Student advising:**

For student advising, please contact the [Arts Students' Centre \(ASC\)](#).

[>> E-mail](#)

[>> Make an appointment](#)

## **Prerequisite waiver:**

If you are interested in taking a course, but do not have the required prerequisite courses, you can complete an online request form through ASC.

[>> Request for a Prerequisite Waiver](#)

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## **Overload request:**

If you require a course to graduate that is currently filled, you can request permission to be overloaded into the class by completing the online overload request form.

[>> Request a Course Overload](#)

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**Learning Support:** For assistance with learning support, success seminars, writing support, peer support and broad academic planning advice, connect with the **Student Success Centre (SSC)**, located in the Taylor Family Digital Library (TFDL), 3rd Floor.

[success@ucalgary.ca](mailto:success@ucalgary.ca)

[Visit website](#)

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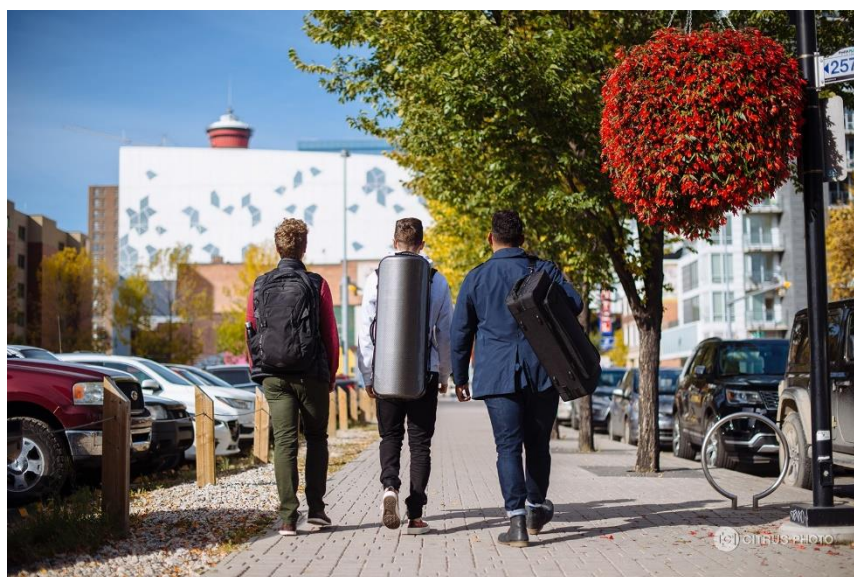
### **Student Wellness:**

For information on all student wellness services on campus: counselling, health care, health promotion and peer support, please connect with the Wellness Services.

[Visit website](#)

### **Other inquiries:**

For all other questions, please visit [ASC website](#). You can also contact [scpa@ucalgary.ca](mailto:scpa@ucalgary.ca) and we will direct your inquiry.



## Academic Requirements and Calendar

Academic Requirements (AR) is a tool for academic program planning, accessed through your MyUofC quick links. Students should also check with Arts Students' Centre (ASC) advisors to make sure they are receiving the most accurate and complete information about your degree progression. Advising contact information can be found [online](#).

Students wishing to pursue the concurrent BMus/BEd degree program should also consult with an advisor at the [Werklund School of Education](#). Advising contact information can be found [online](#).

We also strongly encourage all students to inform themselves on their specific degree and program requirements, which are available in the [University Calendar](#). Information on degrees offered by the Division of Music, including required courses, can be found [here](#).

## Registration Tips

Find useful information regarding common registration concerns below. If you have questions about any of these processes, connect with the [Arts Students' Centre](#) for advice, answers, and referrals.

**Audit forms:** These forms are available [online](#). Students are responsible for collecting all instructor signatures and submitting the form to ASC for Faculty permission.

**Course-specific questions:** Please contact the instructor directly. Current and archived course outlines will be available online (pending platform change).

**Can't find a course in your class search?** When you search for classes, make sure that you **UNCHECK** the box that says, 'show open classes only' (on the first screen where you select the term and subject) so that you can see all the courses that are being offered during a term regardless of whether they are at full capacity or not.

**Rotating courses:** Certain courses are not offered every year but in alternating years. Please plan your degree progress accordingly.

## Transfer Students and Transfer Credit

Courses completed at other post-secondary institutions may be accepted for credit towards a degree program at the University of Calgary; students must normally complete a minimum of two full years of study at the University of Calgary in order to qualify for a degree. Copies of course outlines are required in order to obtain transfer credit (particularly if the post-secondary institution is outside of Alberta); these course outlines must include a detailed list of topics covered, textbooks used, grading practices, weeks of attendance, and number of lecture/tutorial/lab hours. Connect with the [Arts Students' Centre](#) for more info.

## Graduating

Applications for graduation are available online. Before you apply to graduate, schedule an appointment with the advisors in ASC to complete an official grad check. Visit the [Registrar's website](#) for more details and a graduation checklist.

## Directed/Independent Studies

Senior-level students may undertake a directed/independent studies course (MUSI 561) to delve more deeply into a topic not covered by other courses, with the approval of the Division Lead.

Directed/independent studies can only be undertaken under the supervision of a full-time faculty member. Students wishing to do a directed study should first approach a faculty member to discuss possible supervision. If the faculty member agrees to supervise the directed/independent study, the student will then complete an [application for directed/independent study form](#), including a course outline. Once the student and supervisor have signed and submitted the application, the Division Lead will review the proposal and make the decision whether to approve the directed/independent study course. Completed forms must be submitted to [scpa@ucalgary.ca](mailto:scpa@ucalgary.ca).

## Change of Program

Applications for Change of Program are available [online](#), and the deadline to apply is **February 1**.

Although this process is for changing programs, it is also the process for declaring a major. **All BMus students must declare a major during their first year** (Performance, Composition or Integrated Studies). Students in different years may also wish to change their program for various reasons. Be sure to apply before the deadline, as this may impact your eligibility for scholarships and other opportunities.

Applications to Performance must be supported by the recommendation of the Winter term (April) jury. Applications to Composition must be supported by a letter from [Dr. Allan Bell](#) or [Dr. Laurie Radford](#). Students applying for Composition should reach out to [Dr. Bell](#) or [Dr. Radford](#) to obtain this support.

Applications to Integrated Studies must be supported by a recommendation from [the Music Division Lead](#). If you are interested in applying for Integrated Studies, please reach out to the [Music Division Lead](#) to obtain this support.

If you were not recommended for performance last year, you have the option to re-apply by submitting another CoP application.

## Ensembles

Participation in large and small ensembles is an important part of student life during university music studies. Degree requirements vary for how many ensemble credits are required for each degree program.

**Ensemble Auditions:** In addition to registering for the course, participation in an ensemble depends on passing an audition. Ensemble auditions take place during the Block week and/or the first week of class in September. See the [Ensembles](#) website for more information.

**Ensemble Volunteer Policy:** In some cases, students may participate in an ensemble without being registered if they do not require the course credit. See the [Ensembles website](#) for more information.

## Facilities and Resources

**University Theatre Services (UTS)** is a support service unit within the SCPA whose primary function is to support the academic programs of the SCPA. [UTS](#) also provides a wide variety of production, publicity, box-office and management support services to all users of the University Theatre, the Reeve Theatre, and the Rozsa Centre (including the Eckhardt-Gramatté Hall), and the Boris Roubakine Recital Hall, for both on-campus and off-campus customers. UTS offices are located in Craigie Hall D Block.

**Taylor Family Digital Library (TFDL):** The University of Calgary [Libraries and Cultural Resources](#) supports the Music programs with extensive collections and services, including research advice and materials access (audio/visual, books, periodicals, online databases). These collections and services are a valuable resource for students and faculty so please make good use of them. If you have specific questions, connect with the music librarian [Marc Stoeckle](#).

**Centre for Arts and Culture, 5th floor, TFDL:** Special Collections accessible from the Centre for Arts and Culture service point include:



- Richard Johnston Canadian Music Archives
- Historical sheet music by Canadians, published in Canada, or sold by Canadian music stores

**Music Book and Journal Collection (print), 5th floor, TFDL**

**Music Reference Materials, 3rd Floor TFDL**

- Frequently used CDs are available at the front of the reference area for your use (near the gaming computers). Scores and music parts are available as well on the reference shelving. Video materials will be found on the north end of the 1st floor in the reference section. Please note that less frequently circulated material has been recently moved to the high-density storage off-site, this should be considered when working on your research.

**Canadian Music Centre (CMC), CHG 205:** Contemporary Canadian music research and performance is further augmented by the presence of the [Canadian Music Centre \(CMC\) Prairie Regional Office](#) with a library of music by Canadian composers.

**Integrated Arts Media Labs:** The [Integrated Arts Media Labs \(IAML\)](#) are a dedicated digital arts education and production environment created specifically for students in Art, Dance, Drama, and Music. The IAML consists of the Main Lab (AB 659, 22 stations) and the Small Lab (AB 605, 10 stations). Each station is equipped with a Mac computer, MIDI keyboard, and a colour-calibrated display(s). It offers a full range of creative software, including video editing, 2D graphics and animation, 3D modeling and animation, CAD, music/audio sequencing, music notation, and interaction design and authoring. Equipment for short-term loan (e.g., drawing tablet, audio recorder, DSLR) and printing services are also available for Art and SCPA students. For more information, [visit the IAML website](#).

Art, Dance, Drama, and Music Majors can gain access to the Main Lab seven days a week from 7 a.m. to 11 p.m. by simply tapping their UNICARD on the proximity pad outside the door (note that the Art Building is locked at 10 p.m. daily). If your card does not open the front door or if you are pursuing a minor in Art, Dance, Drama, or Music, contact the Head Technician during staff hours to obtain access (Monday to Friday, 8:30 a.m. to 12 p.m., 1 p.m. to 4:30 p.m.).

**Sonic Arts Lab:** The Sonic Arts Lab, located in AB 657 (adjacent to IAML Lab), is a multi-channel digital audio studio designed for teaching, creation and research involving sound and technology. Students and faculty realize projects in electroacoustic music, soundscape composition, computer music, multi-channel sound spatialization, and interactive music involving instruments with computer, and sound design for video, film, and stage production.

Contact Professor [Laurie Radford](#) for more information about the lab and how to access it.

**Telemedia Arts Lab:** Telearts experiments with real-time artistic and musical collaboration over high-speed research networks. The Telemedia Arts Lab is directly connected to Canada's research network backbone (CANet) via Alberta's own cyber infrastructure provider, Cybera. The lab is home to Syneme, established under a Canada Research Chair in Telemedia Arts. It serves as a point of multidisciplinary collaboration at the University of Calgary, offering high-definition cameras, projectors, low latency audio and expertise to facilitate creative projects.

Contact Professor [Laurie Radford](#) for more information about the lab and how to access it.

**Practice Rooms:** There are 19 practice rooms available for BMus, BA Music and MMus students in the Craigie Hall F-block. 6 of these rooms have grand pianos and are accessible to piano majors (CHF 116, 120, 124, 128, 132, and 136). Access will be prearranged for BMus, BA Music and MMus students at the beginning of the Fall semester. If you have issues with access, please email [scpa@ucalgary.ca](mailto:scpa@ucalgary.ca) or visit the CHD100 administrative office front desk. Students can access the practice room suite by swiping their UNICARD on the proximity pad outside of the doors. Keys are required for piano Majors who need access to the grand piano suites. For more information, contact [scpa@ucalgary.ca](mailto:scpa@ucalgary.ca).

#### **Practice Room Policies**

- Practice room windows are not to be covered at any time for safety and fire codes.
- **Under no circumstances should instruments (or electronics) be left unattended in the practice rooms.** There have been instances of theft in the past.
- Please do not reserve or "hold" a practice room by leaving a personal item (coat, music, instrument), while you go to class or somewhere else. Rooms unoccupied for more than fifteen (15) minutes may be claimed by another student.
- No food or drink is permitted in the practice rooms. Only water is permitted.
- Please do not study or have personal meetings in the practice rooms. Practice rooms are for individual practice, occasional sectional or chamber music rehearsals, and private lessons during non-peak hours.
- Please do not alter, abuse, or otherwise mark any piano. Grand pianos should not be moved and covers should be left in the closed position when you leave.
- If you notice any problems with any of the practice rooms or with the pianos, please report it to [scpa@ucalgary.ca](mailto:scpa@ucalgary.ca).
- **Failure to comply with policies will result in loss of practice room privileges and can lead to non-academic misconduct.**

## **Booking Studio Space**

The School of Creative and Performing Arts (SCPA) Administrative Assistant manages room bookings and key sign-outs/keypad codes for the SCPA and the Divisions of Dance, Drama, and Music. Approval for all room bookings requests and in-person bookings, including all key sign-out must comply with the SCPA and Division room bookings and key policies and procedures.

- Room booking requests must be made, when possible, at least two working days in advance

- Room bookings will be confirmed during office hours Monday to Friday from 8:30 am – 12:00pm and from 1 pm – 4:30 pm.
- Room bookings are to be made using the Astra room booking system. Click [here](#) to book online.
- If students can't book online, they can book rooms by emailing the Administrative Assistant at [scpa@ucalgary.ca](mailto:scpa@ucalgary.ca)
  - *Exception: Kinesiology dance rooms administered by the Faculty of Kinesiology*
- To book a room, students must provide their: full name, UCID number, email address and course number
- If students are booking space for work that includes more than just themselves, they must include the first and last name of all students that are also in attendance
- Rooms can be booked by academic staff and students, and sessional instructors if it is for course work only, with no room booking fee
- Students can book rooms that are allocated to their division only
- No bookings can exceed the time limit provided by each division
- Do not use the rooms for any purpose other than practice and/or rehearsal. Do not study, congregate, meet, or otherwise socialize in the rooms.
- Always follow all University of Calgary safety protocol inside the rooms

### **Room Bookings**

- Only Faculty and Sessional Instructors can block book rooms
- Only single instance booking will be bookable directly by students: recurring bookings by students must have the approval of their instructor or chamber music coach
- All Students can book rooms for a maximum of 2 hours per day and 6 hours per week per student
- All bookings are subject to approval by the Division Lead
- All Music faculties must be vacated by 11:00 PM

### **Booking Priority**

- Academic Schedule
- Faculty and Sessional Instructors
- Students registered in Chamber Music (MUPF 241/341/641/643)
- Music Majors
- Music Minors

### **Bookable Rooms with Capacity Caps for Rehearsals:**

- CHF 001 – Capacity 20 (grand piano)
- CHF 007 (Band Room: Ensembles/Orchestra practice)- capacity 80 (grand piano)
- CHF 202 (Choral Room)- Capacity 75 (grand piano and multimedia)
- CHF 210 - capacity 20 (grand piano and multimedia)
- CHE 215 – Capacity 24 (Practice organ, grand piano)

## OTHER IMPORTANT RESOURCES

### Music Instrument Rentals

Music students wishing to borrow an instrument must complete an instrument rental form. In the event that the instrument is damaged while under your care, you must pay for the cost to repair the instrument. Students wishing to rent an instrument can find the [form online](#).

### Music Undergraduate Society (MUS)

The Music Undergraduate Society (MUS) is a student-run club that creates student-experience events, offers lesson/clinic/gig referral service for members, and acts as a liaison between the student body and the faculty. For more information on events and membership, connect by [email](#) or like the '[Music Undergraduate Society](#)' on Facebook.

### Lockers

Locker rentals are handled by the Students' Union in Mac Hall. Visit the [website](#) for more information or connect by [contact form](#).

### Office of Equity, Diversity, and Inclusion (OEDI)

The [Office of Equity, Diversity and Inclusion \(OEDI\)](#) is committed to establishing an equitable, diverse, and inclusive campus that is accessible to all and free from harassment, bullying, and discrimination. We strive to remove barriers that have been, and continue to be, encountered by equity deserving groups, including women, Indigenous peoples, visible/racialized minorities, persons with disabilities, and LGBTQ2S+.

The SCPA Equity, Diversity, Inclusion and Decolonization (EDID) Committee's mandate is to advance and promote equity, diversity, inclusion and decolonization in all of the SCPA's policies and practices. It is also intended to directly address issues of discrimination in terms of hiring priorities, recruitment, curricula, programming, student feedback and in other aspects of the workplace and learning environment.

- For Students, please view these [instructions](#) to report an instance of discrimination and/or harassment.

## FINDING YOUR WAY AROUND

Visit [ucalgary.ca/map](http://ucalgary.ca/map) for a campus map or to use the interactive room finder. Rooms on campus use the first two or three letters to designate the building and the number to designate the room. A room with a number in the 100s is on the main floor, in the 200s is on the second floor and a room such as 004 or 012 is in the basement. For example: the main office for the SCPA is CHD 100. It's located on the main floor of Craigie Hall, Block D.

**Studios:** Rehearsal studios for Dance, Drama, and Music are in Craigie Hall in blocks D, E and F and vary in size from small practice rooms to large studios.

**Classrooms:** Most classes in the SCPA are taught in Craigie Hall in blocks D, E and F with a few lecture classes booked in campus lecture halls and large dance classes hosted in Kinesiology.

**Performance spaces:** The SCPA has several performance spaces that support our work. These spaces are all close or connected to Craigie Hall and can be found in the creative block, which includes the Rozsa Centre, F.R. Matthews (CHF101), Joyce and Quentin Doolittle (CHF206), Reeve, and University Theatres as well as several other, smaller performance spaces.

## Program fees

There are Registrar-approved program fees for music students, which are used towards the total cost of music lessons. These fees will appear on your tuition bill.

Bachelor of Music program fee (per fall and winter terms)	\$370.00
BA Music and Music Minor program fee (per fall and winter terms)	\$100.00
BMUS/BEd concurrent program (per fall and winter terms)	\$222.00

## Student Health Supports

### UCalgary Student Wellness Services

With a student-centered approach, the [UCalgary Student Wellness Services](#) offer comprehensive, holistic and accessible programs and services to foster all dimensions of wellness. Services include medical services, mental health services, and chiropractic, massage and walk-in clinic.

**How to book?** Call 403.210.9355 to book an appointment. The SU Wellness Centre is located in Room 370 of the MacEwan Student Centre and is open from 9 a.m. to 4:30 p.m. Monday to Friday.

### Counselling Services

Counselling and mental health support services are offered through Student Wellness Services. Single Session Counselling appointments are available on a bookable basis. Book an appointment [online](#) or call 403-210-9355.

If you are a student in immediate distress, please contact the after-hours partners below.

### The Distress Centre:

- Call 403-266-4357, available 24/7.
- Visit the [Distress Centre website](#) to access 24-hour crisis support.

For additional crisis support from [Wood's Homes Community Support Team](#):

- Call 403-299-9699 between 8 a.m. - 11 p.m. - 7 days a week
- Text 587-315-5000 between 9 a.m. and 10 p.m. - 7 days a week
- Visit [Wood's Homes website](#) Monday-Saturday. Call 403-299-9699 to book your appointment

### **Health Coverage - Students' Union Health and Dental Plan**

The Students' Union offers competitively priced health and dental plans for all full-time students. Visit the [Students' Union website](#) for detailed information.

## **Opportunities**

### **Arts Co-Curricular Enhancement (ACE) Credit**

The UCalgary ACE Experience encourages (and rewards) students to pursue five different arts experiences as part of their undergraduate education. Collect all five cards listed below to receive your ACE Credit on your Co-Curricular Record:

- Ace of Hearts: Attend a performance as an audience member
- Ace of Spades: Participate in arts creation as an artist
- Ace of Diamonds: Attend or participate in an event with cultural/historical significance
- Ace of Clubs: Join and participate in an arts-based club
- Joker (Wild Card): Another experience that relates to any of the above

If you are interested in participating, visit the [website](#) for more information.

### **Front of House ushers and Student Technicians**

At the beginning of the fall, University Theatre Services (UTS) will advertise front-of-house usher and technician paid opportunities. Please keep an eye out for these announcements in your email!

## **NEW! TAKE THIS QUIZ TO WIN A PRIZE**

Please take [this short quiz](#) after reading this handbook. The first 5 students who complete the quiz will each win a prize from the bookstore! If you are one of the winners, you will be notified through your UCalgary email.