

Division of Music

Undergraduate Student Handbook

2020-2021



This handbook is designed to help you navigate the School of Creative and 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.



UNIVERSITY OF
CALGARY

Re-Entry Etiquette

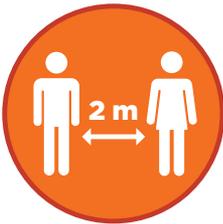
Let's help keep our community healthy.



Cough or sneeze
into your elbow



Wash your hands



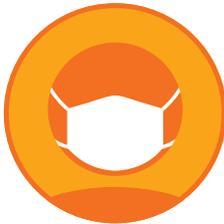
Maintain a physical
distance of 2m



Avoid touching
your face



Follow directional
signage



Wear a face mask



Use the hand
sanitizer stations

 **Be Kind** 
to yourself and others

Welcome to the School of Creative and Performing Arts

The faculty and staff of the School of Creative and Performing Arts 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** and review the key information for your program. We also encourage you to attend as many (virtual) 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

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.

The School of Creative and Performing Arts during COVID-19

The COVID-19 pandemic is new territory for all of us. We hope that together, we can create a strong community of caring by making sure that we all stay safe and healthy, and by looking out for one another.

- Stay updated! Monitor your UCalgary email frequently and regularly check the **UCalgary's COVID-19 response website** and the **SCPA online bulletin board**.
- Don't come to campus if you do not need to be here for classes.
- Stay home if you are sick and make sure to contact your instructor.
- Follow the re-entry etiquette (see p. 2)

With care and attention, let's make this year safe and successful.

SCPA administrative office

The SCPA administrative office is located in Craigie Hall D100.

Please note: Due to COVID-19, the office itself is not open, but administrative staff are available via email from Mon-Fri, 8.30 a.m.-12 p.m. and 1-4:30pm. They will not be available on statutory holidays.

Key administrative contacts

Please note: Due to COVID-19, many faculty and administrative staff members are working remotely. The best way to get in contact with someone is through email.

Rod Squance
Division Chair, Music
rsquance@ucalgary.ca

Kathy Race
Concert Manager
klrace@ucalgary.ca

Dr. Joelle Welling, PhD
Acting Director, SCPA
welling@ucalgary.ca

Division of Music
musicug@ucalgary.ca

(Front Desk and) Room Bookings
scpa@ucalgary.ca

Stephanie Vahaaho
Undergraduate Program Administrator (UPA)
stephanie.vahaaho@ucalgary.ca

Announcements and Events

Important information is regularly posted on the Bulletin Boards located outside the SCPA administrative office in CHD 100. Here you will find details about upcoming events, important forms, deadlines and announcements.

Please note: Due to COVID-19, this bulletin board will not be active. Announcements and information will be available on the [online bulletin board](#).

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.

Academic advising

SCPA

The Division Chair and the Undergraduate Program Administrator in the SCPA assist undergraduate students with program-specific inquiries. For example, they provide advice for students on:

- SCPA program-related questions
- SCPA course-related questions
- details about the Major field
- declaring a Major (BMus students)
- transfer-credit assessment
- overloads
- credit by special assessment
- initial grade appeals
- prerequisite waivers

musicug@ucalgary.ca

[View website](#)

Arts Students' Centre (ASC)

The Faculty of Arts program advisors in the Arts Students' Centre (ASC) assist undergraduate students in planning their overall degree programs. For example, they provide advice to students on:

- course audit forms
- changes of program and registration
- graduation checks and guarantee
- academic requirements
- after-degree program
- international exchanges
- contextual questions about Major and Minor programs in the Faculty of Arts
- ASHA and Co-op programs
- MHST, INDG, SAST and WMST courses
- academic probation and misconduct

artsads@ucalgary.ca

or ascarts@ucalgary.ca

[Visit website](#)

For assistance with registration (add/drop/swap), paying fees, deferred exams, awards, transcripts and navigating issues with your Student Centre, contact **Enrolment Services**.

esdocs@ucalgary.ca

[Visit website](#)

For assistance with learning support, success seminars, writing support, peer support and broad academic planning advice, connect with the **Student Success Centre (SSC)**.

Taylor Family Digital Library (TFDL), 3rd Floor

success@ucalgary.ca

[Visit website](#)

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

[Visit website](#)

Academic Requirements and Calendar

Academic Requirements (AR) is a tool for academic program planning, accessed through your Student Centre quick links. However, SCPA programs are different than most programs in the Faculty of Arts and sometimes AR will not give you complete information. We suggest that you use both AR and the Arts Students' Centre advisors to make sure you are receiving the most accurate and complete information about your degree progression.

Students are also encouraged to review the program information that is available in the **University Calendar** (scroll down for program specific requirements).

Independent studies

Senior-level students may undertake an independent studies course (MUSI 561) to delve more deeply into a topic not covered by other courses, with the approval of the Division Chair. Students wishing to do an independent study must first make an appointment with the Division Chair. You will also be required to complete an application for **independent study form**, including a course outline. Once the student and instructor have signed and submitted the application, the Division Chair reviews the proposal and makes the decision whether or not to approve the independent study course. Completed forms must be submitted to **musicug@ucalgary.ca**.

Graduating

Applications for graduating are available online. Before you apply to graduate, schedule an appointment with the advisors in the Arts Students' Centre to complete an official grad check. Visit the **registrar website** for more details and a graduation checklist.

Minor

Students declare a Minor by requesting a **Change of Program** through the Student Centre. Students may declare up to two Minors. The completion of a Minor is recorded on the transcript. To earn a Minor, students must complete at least 30 units and no more than 36 units from the minor Field of Study, including the requirements specified for the particular Minor under **program details**. Apply by Feb. 1 through your Student Centre for fall admission.

Registration Exemption Requests

Students may submit a request for the following **exemptions** from the registration regulations:

1. Requests for a late withdraw (W) from a course(s), provided a student has not attempted the final examination/assessment. Requests must normally be submitted within 30 calendar days of the last day of the term in which the course was taken or in exceptional circumstances up to one year from the start date of the course.
2. Requests for a late add/drop/swap for a course. These requests will be granted only in exceptional circumstances. A student must outline the exceptional circumstances for the request and provide supporting documentation. In the case of a late add/swap, a student must also provide written support from the Dean, or designate, of the Faculty offering the course.
3. Requests to exceed the number of units permitted as an Open Studies students. Requests must be submitted at least 30 calendar days prior to the start of the term in which a student wishes to take additional courses.

Requests and supporting documentation must be submitted to the Office of the Registrar for decision at **rgappeal@ucalgary.ca** within the timelines noted above, if any. Requests will be reviewed in the order they are received, and decisions will be provided within 30 calendar days. Decisions will be sent by email to the students UCalgary email account.

Should a student wish to appeal a decision of the Office of the Registrar, they may do so within 15 calendar days of date of the communication providing the decision. Appeals will only be considered on procedural grounds or based on new information that was not available at the time of the original request. Appeals must be submitted to the Vice-Provost (Student Experience) for decision at **vpse@ucalgary.ca**. The decision of the Vice-Provost (Student Experience) is final.

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, number of weeks of attendance, and number of lecture/tutorial/lab hours. Connect with the **Arts Students' Centre** for more info.

Program Requirements

Declaring a Major

All BMus students (with the exception of students in the concurrent BMus/BEEd program) need to apply for a Major at the end of their first year, selected from the following list: Composition, Integrated Studies or Performance

The Major Field of Specialization Declaration Forms will be emailed to students in January (also available on the SCPA website) and are due by Feb. 1 along with all supporting documents.

Admission to a Major is conditional upon: the completion of MUSI 211, 213, 221, 223, 225 and 255 with an average of "B-" (2.70 GPA) or better in those courses; completing the keyboard proficiency requirement; and is subject to the approval of the Division Chair on the advice of the faculty members. In addition, students wishing to Major in Composition or Performance must have grades of "B" (3.00 GPA) or better in courses in their area. Music Education students must maintain an overall minimum average of "B" (3.00 GPA).

Students whose progress is unsatisfactory will be required to select another area of study within the Division of Music. Continuing majors who wish to change their majors follow the same process regardless of which year the change is being declared.

Ensembles

Most BMus Music students are required to participate in at least one ensemble a year (please refer to your AR).

Auditions are required each year and it is the student's responsibility to arrive promptly for the auditions. Further information about the ensembles can be found on the SCPA website. Uniform dress may be required for the performances of some of the ensembles. Course credit will only be given for participation in ensembles that are timetabled by the registrar and have an MUPF course name.

A registration block will be placed on those students who do not complete the declaration of Major form by the deadline. Students will not be able to register for the following semester until a Major has been declared and approved.

Information on course requirements for each of the Majors is available in the **2020-2021 University Calendar**.

Students may register for the ensemble of their choice PRIOR to the September auditions. If the audition is unsuccessful, students are responsible for canceling or changing their registration. *Remember to register in both part A (fall) and part B (winter).* The last day to: drop courses is Sep. 17; add/swap courses is Sep. 18.

Juries

Juries for students taking private lessons take place at the end of the fall and winter semesters (December and April), during the week following the last day of classes. Juries are typically 20 min in length and students must provide one copy of all music being performed for the jurors. A Jury Report Form listing all repertoires must be completed and presented to the jurors. This form is available **online**.

Keyboard proficiency

If you are entering the BMus or BMus/BEEd program and are not a piano Major, you will be required to take either MUSI 127 (Class Piano) or a keyboard proficiency exam covering basic technical materials and sight-reading. If you have previously earned Grade VI Piano Conservatory Canada or Grade VI Royal Conservatory of Music within three years of entering the program, the requirement will be waived. Please email a copy of the RCM certificate to the **Undergraduate Program Administrator**.

You must meet the keyboard proficiency requirement by the beginning of the second year of your program. Please contact the MUSI 127 instructor (2020-21) for more information.

Recitals, Junior and Senior

All students registered in MUSI 462 and MUSI 562 must perform a recital, typically during the winter semester; junior recitals (MUSI 462) contain 40-45 minutes of repertoire, while senior recitals (MUSI 562) typically contain 60-65 minutes of repertoire.

Online sign up for recital times will take place in late September. Students will receive an email with instructions regarding online signup procedures. Recitals take place Monday through Friday at either 6:30 p.m. or 8:15 p.m. Students will receive an email with a recital package consisting of four forms: the recital requirements, recital contract, the recital proposal form, and the technical requirements form. The recital contract must be read and signed by you and your instructor and submitted by the November deadline. The proposal and tech forms require approvals and submission at least FOUR weeks prior to the recital date (see chart on p. 10). Recital packages can also be found **online**.

All students are responsible for creating and copying their own recital programs. A recital program template is available **online**. Programs must contain program notes.

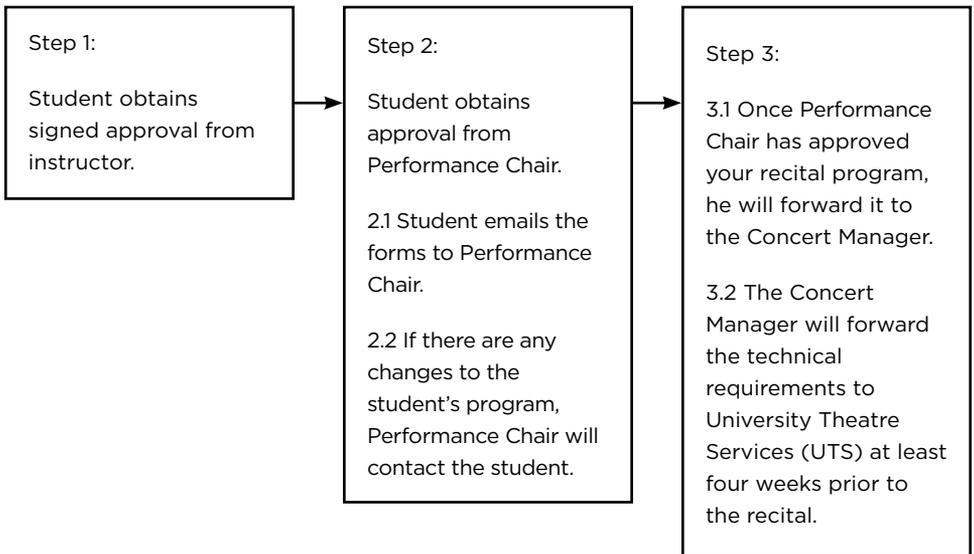
In mid-January an online recital rehearsal sign-up form will be emailed out. Each student must reserve a rehearsal time in the hall and must use that time only – switching of rehearsal times will not be allowed. All junior and senior recitals are recorded – one copy goes to the Division of Music for archival purposes. If you would like a copy of your recital recording, please provide a USB stick (at least 8 GB) to the UTS technician on the evening of the performance.

Please contact **Kathy Race**, Concert Manager, for more information on recitals.

Please submit your recital application to Associate Professor **Laura Hynes**, Performance Chair, for approval.

Recitals are university examinations. Only the Dean, Registrar or Division Chair can cancel or reschedule a recital. If there is a death in the family or physical injury, the request for cancellation or rescheduling should be submitted to the Division Chair in the first instance. **Students and staff are NOT to notify the Rozsa Centre of cancellations or rescheduling.** If a recital is cancelled or rescheduled for any reason other than death in the family or physical injury, the recital may be relocated to another performance venue. **Failure to abide by these conditions will result in a grade of “F” for the examination.**

The following chart outlines the recital process and approvals needed:



Registration Tips

Find useful information regarding common registration concerns below. If you have questions about any of these processes, **connect** with the SCPA Undergraduate Program Administrator (UPA) for advice, answers, and referrals.

Tip: For full-year courses, remember to register in part A (fall term) and part B (winter term).

Audit forms: These forms are available **online**. Students are responsible for collecting all the instructor signatures and submitting the form to the Arts Students' Centre for the Faculty Advisors signature.

Requesting pre-requisite waivers: Please contact the instructor directly to explain your situation. If they agree, ask the instructor to send the **Undergraduate Program Administrator** an email stating their consent, your student information (full name, UCID), and the course information. The UPA will add the enrollment permissions and send you an email to let you know that you can register for the course.

Requesting a course substitution: Please email the **Undergraduate Program Administrator** with details about which courses you want to substitute and why. The UPA will review the request with the Division Chair, and we will contact you with the result of the review.

Course-specific questions: Please contact the instructor directly. Current and archived course outlines are available **online**.

Course auditions: Please be aware that there are course auditions for some classes, including advanced-acting classes, dance technique classes, and music ensembles. Make sure to check the **online bulletin board** for announcements.

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, subject) so that you can see all of the courses that are being offered during a term regardless of whether they are at full capacity or not.

Facilities

University Theatre Services

University Theatre Services (UTS) is a support service unit within the SCPA whose primary function is to support the academic programs of the divisions within the School. 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, the Boris Roubakine Recital Hall, and the Mezzanine Gallery, 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 accessing materials (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 the:

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 located on the 6th floor of the Art Building (Parkade), created specifically for students in Art, Dance, Drama, and Music. The IAML consists of the Main Lab (AB 659, 20 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., audio recorder, DSLR) and printing services are also available for Art and SCPA students. Visit the [IAML website](#) for more information.

Art, Dance, Drama, and Music Majors can gain access to the Main Lab seven days a week from 7 a.m. until 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, you may need to have your UNICARD replaced or activated.

Please note: Some restrictions on card access may be put in place in the 2020-21 academic year due to COVID-19, so you may not have access as shown. For more details, visit the [website](#). Staff hours are Monday-Friday 9 a.m. to 4 p.m. excluding lunch. (Staff may be working remotely at times but will be accessible via [email](#).)

Sonic Arts Lab

The Sonic Arts Lab, located beside the Integrated Arts Media 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 a number of practice rooms available for BMus and BA Music students in the Craigie Hall F-block. Access is arranged by the SCPA front desk at the beginning of the term; 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.

Practice Room Policies

- The 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, so even once you are familiar with those who legitimately belong around the practice rooms, you must take extra care with your instruments and electronics.
- 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.
- More specific policies as a result of COVID-19 will be announced soon.
- **Failure to comply with the rules will result in loss of practice room privileges.**

Other useful resources

Instrument Rentals

Music students wishing to rent an instrument must provide a \$150 deposit (refundable upon return of the instrument) and complete the instrument rental form. In the event that the instrument is damaged while under your care, you must forfeit the deposit or pay for the cost to repair the instrument. Students wishing to rent an instrument can find the form [online](#).

Com/Media

Students can book sound equipment through the University for use in rehearsals/presentations for courses. To arrange, visit ucalgary.ca/it.

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. Visit the [website](#) for more information, or connect by [email](#).

Finding your way around

Visit 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 located in Craigie Hall in blocks D, E and F and vary in size from small practice rooms to large studios.

Classrooms

The majority of 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 a number of 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, The F.R. Matthews (CHF101), Joyce and Quentin Doolittle (CHF206), Reeve, and University Theatres as well as a number of other, smaller performance spaces.

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.

Counselling Services

Counselling and mental health support services are offered through Student Wellness Services. **During COVID-19, you can access counselling services remotely via Skype for Business, Microsoft Teams and telephone.** Single Session Counselling appointments are available on a bookable basis. Book an appointment by **email**.

For access to mental health support, email **sar@ucalgary.ca**. If you are a student in immediate distress, please contact the centres after-hours partners:

The Distress Centre:

- Call 403-266-4357, available 24/7.
- Visit the **Distress Centre website** to access online chat from 3-10 p.m. on weekdays and 12-10 p.m. on weekends.

For additional crisis support from **Wood's Homes Community Support Team**:

- Call 403-299-9699 or 1-800-563-6106, available 24/7.
- Text 587-315-5000 between 9 a.m. and 10 p.m.
- Visit **Wood's Homes website** for live chat between 9 a.m. - 10 p.m

Health Coverage

Students' Union Health and Dental Plan

For full-time undergraduate students enrolled in the Student's Union Health Plan:

- Services of paramedical practitioners are reimbursed up to \$20 per visit
- Each service (e.g., physiotherapy, massage) has a maximum of \$300 per benefit year (i.e., 15 visits)
- Practitioners must be registered and licensed in their field of practice.

Practitioners covered

A physician's referral is required to receive benefit for the following services:

- Physiotherapist
- Registered massage therapist
- Psychologist or social worker

The following do not require a physician referral:

- Chiropractor, including 1 x-ray examination per benefit year
- Osteopath, including 1 x-ray examination per benefit year
- Podiatrist or chiropodist, including 1 x-ray examination per benefit year
- Naturopath

Making a Claim

Online. Those with Alberta government student loans may qualify for some Alberta health funding.

On Campus Care

SU Student Inquiries Line

T: 403.220.3906

SU Health and Dental Plan Office

MSC 352

uofcalgaryplan@mystudentplan.ca

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.
