

Name _____

MONTANA STATE UNIVERSITY BILLINGS

Department of Music

Dorothea Cromley, Chairperson

MUSIC MAJORS' INFORMATION HANDBOOK

2011-2012



FACULTY & STAFF

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Keyboard Skills, Form and Style

ACADEMICS

In order to qualify for music scholarships, fee waivers, applied music courses and advising you must be officially declared a music major with the Office of the Registrar. Please check with Betty in the music office or the Advisement and Support Center (1st floor of McMullen Hall or ext. 2240). They will be able to tell you what your declared major is and make changes if necessary.

Programs

Bachelor of Arts in Music

The Bachelor of Arts degree in Music is intended for students who desire a comprehensive training in music in a liberal arts setting. This degree prepares students for employment in the music industry and positions in the general business sector requiring a liberal arts degree.

Students with a minimum of 40 music credits may qualify for an extended major in music. Permission of the chairperson is required for an extended major. Music students taking an extended major are not required to take a minor.

Bachelor of Arts in Music – Performance Option

The Bachelor of Arts degree in Music is also intended for students who desire comprehensive training in music in a liberal arts setting. This degree prepares students for graduate school, studio teaching, and employment in the music industry and positions in the general business sector that require a liberal arts degree. This degree, however, requires an expanded number of applied music credits and the addition of a junior recital. Students pursuing the Performance Option are not required to take the foreign language requirement. Students wishing to pursue the Performance Option must successfully perform a thirty minute qualifying jury no later than the end of their sophomore year.

Students with a minimum of 40 music credits may qualify for an extended major in music in place of a minor. Permission of the chairperson is required for an extended major. Music students taking an extended major are not required to take a minor.

Bachelor of Arts in Music – Teaching Certificate Option

The Bachelor of Arts degree in Music – Teaching Certificate Option is intended to provide prospective music teachers with knowledge and skills in both vocal and instrumental music. Through a strong emphasis on music theory, history, performance and pedagogy students receive a background that enables them to become successful teachers at any level in the elementary and secondary schools.

Curriculum

Advising

Students will be assigned to their applied teacher for advising. Students taking applied lessons from a part-time instructor must come to the Music Department office to receive a full-time faculty advisor. Music Education majors should also consult an advisor in the College of Education. A file for each student will be kept in the department office and can be removed from the office for advising only (copies of the contents will be made for the student if necessary). Curriculum worksheets are available in the Music Office and will be kept in the student files. It is the responsibility of each student to maintain these worksheets, updating them each semester before meeting with their advisor to plan registration for the next semester. Student will be given their registration pin after they meet with their advisor.

Transfer Students

Transfer students must have their transcripts evaluated by the Department Chairperson. If students transfer in as juniors or seniors, they are required to perform an upper divisional jury (p.6) within their 1st semester of study in the department.

Changes in Catalog

In order to find the specific requirements for your degree you must consult the MSUB General Catalog that was current when you enrolled as a student.* However, for information on current courses consult the latest General Catalog.

*Students have the option of changing to a more recent annual Catalog.

Concert and Recital Attendance

Music majors are expected to attend at least 10 concerts and recitals per semester. At least five of these should be the WEDNESDAY Student Recitals. Attendance at recitals and concerts will be monitored by each student's private instructor, and will be a factor in determining the final applied grade.

Grade Requirement

Students are required to achieve a minimum of "C" in all music classes. Classes in which a student receives a "C-" or below, will not count toward graduation.

PERFORMANCE IN RECITALS AND JURIES

Student Recitals

Required Recital Performances

Wednesday Student Recitals

Recitals will be held on Wednesdays at 3:10 p.m. A schedule of recitals will be posted at the beginning of each semester. Music majors registered for applied lessons must perform in at least two student recitals each semester in order to receive a passing grade. To perform in a recital, students must obtain a recital form from the music office, clearly provide all of the requested information (composer, work, duration, etc.), obtain their teacher's signature and return the form to the music office no later than 10 a.m. on Wednesday preceding the recital. Illegible and/or inaccurate forms will be returned to the student and the recital performance will be forfeited.

Senior Recital

A pre-recital jury is required at least one month prior to the senior recital. Juries will be performed when possible on Wednesdays at 3:10 when a student recital is not scheduled and will be performed for the entire faculty. All B.A. Majors in Music must present a full recital (minimum of 50 minutes) during their senior year. See jury check list and timeline on the following page.

Junior Recital

Students in the Performance Option are required to successfully complete a full junior recital (approximately one hour). A pre-recital jury is required at least one month prior to the junior recital. Juries will be performed when possible on Wednesdays at 3:10 when a student recital is not scheduled and will be performed for the entire faculty. See jury check list and time line on the following page.

Other Recitals (optional)

Freshman, sophomore and junior (non-performance option) students may perform recitals with the permission of their applied teacher. These recitals require a pre-recital jury at least one month prior to their recital date. (See "Pre-Recital Jury" p.8).

Jury Checklist and Timeline

At least 6 weeks prior to Jury:

Schedule with the office your –

_____ Pre-recital Jury (at least 1 month before recital date)
_____ Dress Rehearsal
_____ Recital Date

You are responsible for inviting the faculty to your pre-recital jury.

Five Weeks prior to your Recital:

Submit to the office a –

_____ Complete Program
_____ Complete Press Release (see sample on the following page)
_____ Photo

The press release should contain the following information in narrative form:

Your full name
Parents name(s)
Home town
Title of event
Date, time and location of event
Instrument
Applied instructor
Degree program
Musical activities
Community involvement
Teaching experience
Accompanist
Guest Performers
Composers to be performed at event

Two weeks prior to your Recital:

_____ In consultation with your applied instructor engage a stage manager and a recording technician. A \$50 recording fee is to be paid to the recording technologist.
_____ If you wish to rehearse in the Recital Hall, you must reserve the day and time in the Recital Hall book located in the music office.
_____ Invite faculty to your pre-recital jury

Sample Press Releases

Codie Wahrman will be performing his Senior Recital in fulfillment of the requirements for the Bachelor of Arts in Music Education on Saturday, January 23, 2010, at 7:30 P.M. He graduated from Broadwater High School in Townsend in 2005 and has been attending MSU Billings for the last four years. Codie has been actively involved in the Music Department, not only as a student but also as a work-study, and across the campus at Montana State University Billings. He has participated in various ensembles such as Symphonic Band, Jazz Band, and Pep Band, which includes other MSUB students. Codie was a Resident Assistant in the Housing Department for one year and has been a Student Union Building Manager for the last two years. During this spring semester Codie will be student teaching at the Catholic Schools under the supervision of Glenda Newman, and is looking forward to this exciting experience. Codie would like to thank his family and friends for all of their support and for always being at his concerts and being a solid foundation. Codie is a student of Dr. Gary Behm. Please join him for his Senior Recital on January 23 at 7:30 P.M that will be featuring works by Handel, Schumann, Bozza, and Gordan Jacob.

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MSU Billings Piano Major Ashlee Young will present her Senior Piano Recital on March 27<sup>th</sup> at 7:30 pm in Cisel Recital Hall. Ashlee is a student of Professor Dorothea Cromley and has studied with her for the past 5 years. Ashlee has had a very active performing career. She has performed at Carnegie Hall in New York and at the Kennedy Center in Washington DC. Ashlee has been very successful at state, regional, national, and international competitions. She has appeared numerous times with orchestras in the United States. She has auditioned for graduate school in New York and California and will be attending the University of Southern California in the fall. Her program will consist of works by Haydn, Prokofiev, Ginastera, Liszt, and Ravel. Ashlee is the daughter of Steve and Melissa Young of Billings.

## **JURIES [all juries are closed (no audience)]**

### **End-of-Semester Jury**

Students enrolled in applied music are required to perform end-of-semester juries. These juries are 10 minutes in length and are performed for the faculty. End-of-semester juries are utilized to assess students' progress in applied lessons and to assist in planning upper-divisional juries. Literature performed in these juries can include solo works from contrasting style periods, etudes and scales. End-of-semester juries are optional for 1<sup>st</sup> semester freshmen only. All end-of-semester juries are scheduled during final's week. Sign-up sheets are posted on the bulletin board outside the student locker room at least one week prior to the juries. Jury slips will be available outside the recital hall entrance and should be completed (one for each faculty) before you enter to perform your jury. Faculty comments may be picked up in the music office during final exam week.

### **Pre-Recital Jury**

Students planning Freshman, Sophomore, Junior or Senior Recitals must perform a pre-recital jury no less than one month prior to the date set for their recital. Students must schedule their recitals by the end of the second week of the semester they plan on giving the recital. Recital dates must be approved by their applied instructor and the music office. Students may not change recital dates once they have been approved and scheduled. Students who cancel their recital must wait until the following semester to reschedule. Prior to their pre-recital jury the student must submit a copy of the program and press release to the office, as well as complete a checklist that verifies the recital date, name of their accompanist, program information and timing, schedules for a dress rehearsal and two additional rehearsals. (Pianists may schedule four additional rehearsals at this time.) This checklist may be obtained from the Music Office. Students who fail to complete this checklist, or their pre-recital jury one month prior to their recital date must wait until the next semester to schedule a new recital and pre-recital jury time. At least one week prior to the jury, the student should notify each faculty member of their proposed jury time.

### **Upper-Divisional Jury**

Students must pass an upper-divisional jury before registering for 300 Level Advanced Applied Music courses. Students must schedule their upper-divisional jury with their applied teacher, the music office, and also notify the faculty at least two weeks prior to the proposed jury date. Upper-divisional juries will be performed for the faculty. They will be scheduled, when possible, on Wednesday at 3:10 p.m. when no student recital is scheduled, or during semester-end student juries. Following are the upper divisional requirements:

1. A closed audition before a faculty committee. It must be a minimum of 15 minutes in length for Education and Music majors, and 30 Minutes in length for Performance Majors, and consist of at least two solo works of contrasting styles that demonstrate appropriate technical and musical ability, as well as scales, and other performance requirements specified by the student's applied teacher.
2. A working copy of the student's transcript to verify completion of the undergraduate theory sequence or satisfactory progress in MUS 232 and 233.
3. A repertoire list approved by the applied teacher.

### **Qualifying-Jury for Performance Option**

Students pursuing the Bachelor of Arts in Music – Performance Option are required to perform a qualifying jury for the music faculty, no later than the end of their sophomore year. Students must schedule their qualifying-jury with their applied teacher, the music office, and also notify the faculty at least two weeks prior to the proposed jury date. The jury must be a minimum of one-half hour in length and include at least two works of contrasting style that demonstrate appropriate technical and musical ability, as well as scales, and other performance requirements specified by the student's applied teacher. Literature must be approved by the applied teacher. They will be scheduled, when possible on Wednesday at 3:10 p.m. when no student recital is scheduled, or during semester-end student juries. The qualifying-jury will fulfill the requirements of the upper-divisional jury.

## FACILITIES AND GENERAL INFORMATION

### Cisel Hall Building Hours and Security

Monday - Friday            7:00 a.m. to 9:00 p.m.

Weekends & Holidays    CLOSED Authorized students may enter the building with their student ID card. Contact the office by the second week of classes to obtain authorization. Students will be charged the current fee for building access requests made following the deadline.

Security cameras are installed throughout the building, and are monitored 24 hours a day. In order to avoid security and access issues, it is imperative that you check with the office if you need to move equipment for any reason.

### Music Department Computer Lab

The computer lab is housed in CI 124 and will be open to students between the hours of 8:00-5:00 p.m. However, student use will sometimes be limited by scheduled classes. In addition to various music software programs the lab is set up for word processing and Internet use.

### Jeffrey M. Edmond Resource Center

The music recording library is located in CI 118. It is open during regular office hours. This library is a non-circulating library. Recordings may not be removed from the library under any circumstances. Listening stations and computers are available for student use.

### Music Department Recording Technology Lab

The recording technology lab is located in CI 123. It is intended to be used by students enrolled in orchestration and recording technology courses. Students wishing to use the facility must check in with the office first, between the hours of 8:00 – 5:00. Under no circumstances will equipment be moved from this location.

### Practice Rooms

Practice modules are located on the third floor (north wing) of Cisel Hall. Practice space is available for your use and we encourage you to use them VERY OFTEN. Modules with Grand Pianos are reserved for piano majors. The practice rooms should be kept locked at all times, keys are available for checkout at the music office.

### Lockers/Student Lounge

Lockers are available for music students and are located on the ground floor (room 013). Students must sign up for a locker on the sheet posted in the Student Lounge. You must provide your own lock. Lockers should remain locked at all times, we will not be responsible for items stolen. If you are using a school instrument and it is stolen or lost, you will be responsible for replacing it.

A microwave is provided for students use. All food and/or spills must be cleaned up immediately.

### Use of Departmental Facilities

Students may use departmental facilities (classrooms, rehearsal room and recital hall) only for performance projects or assignments that are under the direction of a faculty member. All chairs, stands and instruments must be returned to their proper place after use.

### Copy Machine Use

The copy machine in the Department of Music is not available for student use. Coin operated machines are available in the Academic Support Center, Library, Advising Center, Student Union Building, College of Business, and the College of Education. Students can also use their U-card in the Library and the Student Union Building.

### Cisel Recital Hall

You may reserve time in Cisel Recital Hall to rehearse. Except when students reserve a recital date, (see page 7, **Pre-Recital Jury**), rehearsals are to be scheduled no more than two weeks in advance. All reservations for recital hall use must be made through the music office. Please do not sign up unless you intend to use the hall. If you find you cannot use your time please contact the office so your time may be

used by others. If you are not in the hall within 10 minutes of your reserved time, your reservation may be taken by another department member.

It is imperative that the hall be left in performance ready condition. All chairs, stands, instruments and risers must be removed after the rehearsal or performance.

### **Rehearsal Hall**

The rehearsal hall has been installed with swipe card access. The room will be open from 8:00 – 6:00, Monday – Friday, excluding holidays. If you have a performance project or assignment that needs to be completed after 6 p.m. you must reserve the room in the Music Department office and check out a key. The key must be returned the following business day.

### **Accompanists**

A list of student and professional accompanists will be kept in the music department office. Both student and professional accompanists will charge a fee for rehearsals and performances. Accompanist fees are the responsibility of the student. Students should approach an accompanist with their music well in advance of the performance date.

### **Instrument Check-Out Procedure**

Instruments are available for members of performing ensembles and methods classes. There is no charge for the use of these instruments. Check out time is MWF from 11:20 a.m. to 12:20 p.m. in Cisel room 128A. You must make special arrangements with the Director of Bands if you cannot check out your instrument at that time. When checking out an instrument you must complete and sign the Instrument Loan Contract. No student may use an instrument without first completing an Instrument Loan Contract. This contract states that students will be held responsible for any damage or loss that might occur while the instrument is in the student's care, so it is recommended that students verify that the instrument is in proper working order prior checking it out. All instruments must be checked in at the end of the academic year unless other arrangements have been made.

### **Music Scholarships and Fee Waivers**

A limited number of scholarships and fee waiver awards are available for music majors. In order to be eligible, you must submit a completed general scholarship application to the MSUB Financial Aid Office, (1<sup>st</sup> floor of McMullen Hall), before the February 1 deadline. For more information, inquire at Financial Aid (<http://www.msubillings.edu/finaid/>) or contact the department chairperson.

### **Recordings of Student Recitals and Concerts**

Depending on the availability of a recording technician, recitals and concerts may be recorded and retained by the department. Copies will be made available to students for a fee of \$2 or free of charge for students who provide a blank CD. A \$50 recording fee will be assessed for Junior and Senior Recitals. Students who will be performing their Junior or Senior recital are responsible for contacting a technician and paying them directly. Payment is not to be made to the Department of Music. Only authorized personnel will be allowed to use the departmental recording facilities. See the Administrative Associate for a list of authorized technicians or if you are interested in becoming an authorized technician.

### **Music Theory Tutor**

A Music Theory Tutor is available for all students during the semester. Tutoring hours will be posted at the beginning of the semester.

## Checklist Undergraduate Students in Music Education

When you come to college, it is a new experience with a sometimes bewildering array of things you must do to meet all of the requirements of your major in Education. We are hoping that this checklist will provide for you a step-by-step guide to the benchmarks that you must meet to eventually graduate with your degree and become a teacher. While this will help you keep “on track” for graduating, **YOU** are ultimately responsible for completing your degree or certification, including deadlines and paperwork.

At the point that you receive this checklist you have already met with an advisor in the Advising Center and completed between one to four semesters. You may be a transfer student who had a meeting with an advisor in the Advising Center to evaluate your transfer credits. Now you have declared that you want to major in K-12 Music Education, and are ready to get a faculty advisor for your degree.

Following is a checklist for you to use to meet each of the requirements (transition points, milestones) from this point until you graduate. We have provided links for you to find appropriate documents, applications, and guidelines for various steps along the way.

### **Advisor**

You will be assigned an advisor who is a faculty member in the College of Education (currently Dr. Susan Barfield, [sbarfield@msubillings.edu](mailto:sbarfield@msubillings.edu) ). You will get a letter from the advising center telling you who your new advisor is and how to contact the new advisor. You should try to see your education advisor at least once a semester; Dr. Barfield will review your Plan of Study (POS) and give you your Alternate PIN number which is required for course registration. Dr. Barfield has at least one advising meeting a semester where all advisees are asked to attend; make sure she has your current email address.

Advising information is also available on her faculty web page:

<http://www.msubillings.edu/COEFaculty/Barfield>

### **Background Check**

The College of Education requires that a federal criminal history background check, including fingerprinting and self-disclosure of crimes, be completed for all candidates enrolled in a teacher education or school counseling program. You will need an acceptable background check before your sophomore practicums (taken in SPED 260 and EDU 220), for admission to Teacher Education, before your secondary junior field experience (EDU 354) and before you can student teach. From the time that you submit your fingerprints to the College of Education (COE) Educational Theory and Practice (ETP) office, it can take 4-6 weeks for your background check to be completed. Submit your application 2 months before you take SPED 260 or EDU 220 and again when the check needs to be repeated. Criminal background reports are valid for only 24 months. If the report is 22 months old at the time of application for admission to teacher education, student teaching, or for a teaching license or endorsement, fingerprinting will have to be repeated. Information can be found under *Fingerprint Information* at:

<http://www.msubillings.edu/coe/ETP/FieldExper/FingerprintInfo.htm>.

### **Sophomore Practicum**

Each student will take two sophomore practicums during their first two years. These are taken with EDU 220 and SPED 260 and includes hours in schools and agencies, working with children. You must have a current background check to start your practicum. The placements will be assigned in the classes.

### **Applying to Teacher Ed.**

You will apply to be admitted officially to the Teacher Education Program when you have completed approximately four semesters or a minimum of 45 credits. Admission to the Teacher Education Program is required prior to registration for Professional Teacher Education courses at the 300 and 400 level. See *Application for Teacher Education* for required courses for admittance:

<http://www.msubillings.edu/coe/ETP/FieldExper/admission.htm>. With the application you will need the following:

- Essay on your personal philosophy of education (your teaching philosophy, why you want to be a teacher, what experience you have working with children, what you hope to accomplish as a teacher) which you give to your education advisor for evaluation and dated signature
- Cumulative GPA of 2.65 and no grades lower than a C
- Professional Core (on Plan of Study) - Cumulative GPA of 2.65 and no grades lower than a C

- Academic Foundations - Cumulative GPA of 2.65 and no grades lower than a C
- **C- grades are not acceptable**

### Secondary and K-12 Junior Field Experience

All students in K-12 education complete a secondary junior field experience (EDU 354) after being admitted to Teacher Education. It includes approximately 4-6 hrs. per week in the field. The secondary K-12 field experience is taken the same semester as the EDU 3971 methods course.

### Praxis II

These tests are seriously being considered as a requirement by the Office of Public Instruction. As most states require this music content exam, music education candidates are strongly recommended to take both the PRAXIS II music content exam (Content Knowledge 0113 – the semester before student teaching) and the Praxis II Principles of Learning and Teaching (PLT) exam during student teaching. All music education students need to take a practice pre-PRAXIS II music content exam when they enter the program to allow students to become familiar with the test format; they will take the practice post-PRAXIS II music content exam the semester before their student teaching to prepare them for this national exam.

### Student Teaching

- Applications for Student Teaching are due the semester before you student teach. If you are student teaching in the spring, applications are due on Oct. 15 and if you are student teaching in the fall, applications are due on March 15. Attendance at one student teaching advising workshop is required prior to submitting an application. These workshops will be “advertised”. Information can be found at <http://www.msubillings.edu/coe/ETP/FieldExper/StudentTeaching.htm>.

In order to be eligible to student teach, you must have the following:

- All courses finished (except EDU 406) with no incomplete (I) grades
- Overall GPA of 2.65 or above
- GPA of 2.65 or above in **each** of the following areas: major(s), minor (if applicable), academic foundations, professional core
- No grades below C (C- grades are not acceptable)
- Must be admitted to Teacher Education
- Acceptable criminal background check on file (not older than two years)
- Professional resume
- Double majors (such as music education and elementary education) will do two student teaching experiences in one semester: 10 weeks of student teaching for each major. The weeks to complete these experiences will begin and end outside of the semester dates. Single majors will do 14 weeks of student teaching.

### Graduation

- You apply for graduation **one semester before** you student teach. The application form is online <http://www.msubillings.edu/reg/graduation.htm> and you must fill it out with your advisor. Information can be found at:
- You will need to have a Cumulative GPA of 2.65
- You will need a GPA of 2.65 in **each** of the following areas: major(s), minor, academic foundations, professional core and total institution (MSUB).
- You must have no grades lower than C in your major, minor, academic foundations and professional core courses – C- grades are not acceptable

### Licensure

Once you have finished your teaching degree, you need to apply for licensure. In most states, including Montana, licensure applications are done through the Licensure Officer in the College of Education, Department of Educational Theory and Practice. There is an application to fill out, which the officer reviews and approves before it goes for final approval to the State Licensure Office. In some states, you can apply directly to the State Department of Education. The Licensure Officer will be able to provide the information about how to apply or you can call the state in which you are applying for jobs for licensure procedures. Information can be found online at: <http://www.msubillings.edu/coe/ETP/FieldExper/>.

## Important General Information

### Incomplete Grades

Incomplete grades are not acceptable when enrolling for admission to Teacher Education, Secondary Junior Field or Student Teaching.

### Petitions

Petition forms to request an exception to the normal procedures or policies in the College of Education are available below:

#### ▶ College of Education Petition Form

These are submitted to the Teacher Education Appeals Committee. Your advisor can assist you with this process.

### Dispositions

Professional teachers have to have personal qualities above and beyond their academic credentials. In the College of Education these qualities are called professional dispositions. In classes and in field experiences, you will be evaluated on how you demonstrate these dispositions. Your advisor can share with you the disposition form that faculty and supervisors use.

### Highly Qualified Teachers (HQT)

You should discuss with your advisor what the requirements are for becoming a Highly Qualified Teacher as designated by the No Child Left Behind Federal Law and individual state requirements.

**Registration PIN** You will need a personal Alternate PIN to register for classes each semester. Your advisor will have your Alternate PIN when you come in for advising to plan for each semester's classes. This is NOT your personal PIN and these numbers change each semester. You will not need a PIN to register for summer classes.

### Grade Point Average

You will need to be aware of your GPA at all times. You cannot be admitted to Teacher Education and Student Teaching or graduate with a GPA below 2.65 in **each** of the following areas: major(s), minor (if applicable), academic foundations, professional core classes, and total institution GPA (only for graduation). You also cannot receive anything lower than a C in your teaching major(s), minors (if applicable), academic foundations or professional core courses. C- grades are not acceptable. If, at any time, you are having trouble with your GPA in any of these areas, talk with your advisor; there are some specific measures you can take that will help raise your GPA.

REV 2/6/12  
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