

The Digital Orientation Catalog for
The Tell School of Music at
Millersville University



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PURPOSE AND INTRODUCTION

PURPOSE

The Digital Orientation Document's purpose (or the DOC) is to provide information to incoming classes in all Tell School of Music facets. The DOC is a living document that intends to serve as a comprehensive guide for new students entering the Tell School of Music. This document aims to provide essential information and resources for current and incoming students to navigate their academic journey within the school effectively.

Some topics discussed within this document include the following:

1. **Orientation:** The DOC contains information about the building's facilities, layout, and important locations related to the music school, helping new students become familiar with their surroundings.
2. **Academic Information:** This catalog includes details about the music programs, majors, minors, and courses offered at the Tell School of Music.
3. **Curriculum:** The DOC outlines the curriculum requirements for each music major and minor, including prerequisites, core courses, electives, and graduation requirements.
4. **Resources and Facilities:** Information about practice rooms, recording studios, music library, and other facilities within the school is included. This information can help students make the most of the available resources.
5. **Student Organizations:** Information about music-related clubs, organizations, and extracurricular activities are provided. This allows students to find a sense of community among students who share similar interests.
6. **Policies and Procedures:** The document outlines important policies and procedures, such as attendance requirements, grading policies, and academic integrity guidelines. Information regarding Campus Resources and Title IX is also included.
7. **Contact Information:** The document provides contact information for academic advisors, administrative offices, and support services within the music school.

In short, the DOC aims to help incoming students smoothly transition into their studies at the Tell School of Music by providing them with all the necessary information and resources to succeed in their academic and musical pursuits.

DEGREE HANDBOOKS

In this section of the DOC, students can find the degree handbooks for each degree. The goal is to provide students with detailed and up-to-date information about their specific degree programs within the Tell School of Music. Please see below for the access links to each handbook and further information regarding their contents.



[B.S.E. Music Education Degree Handbook](#)

[B.S. Music Industry Degree Handbook](#)

[B.A. General Music Degree Handbook](#)

[B.A. Music Performance Degree Handbook](#)

These degree handbooks serve as valuable resources that help students understand the requirements and expectations of their chosen programs. Here's what these degree handbooks contain:

1. **Degree Requirements:** The handbooks outline specific requirements for the chosen degree, including the total number of credits needed, core music courses, specialization tracks (if applicable), and other prerequisites or requirements.
2. **Coursework:** Detailed lists of courses required for the degree will be provided. This includes music-specific courses (such as music theory, music history, and ensemble participation) and relevant electives.
3. **Recommended General Education Courses:** Some degrees require students to fulfill specific General Education requirements. The handbooks may suggest courses that satisfy both music-related and broader educational requirements.
4. **Credit Distribution:** The handbooks specify how credits are distributed between required music courses, electives, and other requirements.
5. **Specializations or Concentrations:** If the degree offers specialization options (like performance, production, etc.), the handbooks will provide information about the available specializations and the coursework associated with each.
6. **Progression Guidelines:** The handbooks could guide the recommended course sequence to ensure smooth progression through the degree program.
7. **Updated Information:** The mention of the constantly updated handbooks indicates that students can rely on the DOC to provide the most current and accurate information about their degree requirements, reflecting any changes within the University or the music school.
8. **Contact Information:** If students have questions or need clarification about any information in the handbooks, the DOC may provide contact information for academic advisors or relevant department staff. Contact information for professors can also be found on the Student Portal or the Tell School of Music website.

DEGREE REQUIREMENTS

Listed within this section are all of the requirements for each respective degree program. All listed degree requirements are listed within each section. A timeline for when to take each course can be found within each respective Degree Handbook.



[B.S.E. Music Education Degree Requirements](#)

[B.S. Music Industry Degree - Production Requirements](#)

[B.S. Music Industry Degree - Management Requirements](#)

[B.S. Music Industry Degree - Live Audio Requirements](#)

[Music Minor Requirements](#)

Note: Degree Requirements have the potential to change periodically. Please check with your academic advisor to ensure you complete all required coursework for your major.

DEGREE AUDIT REPORT

INTRODUCTION

The Degree Audit Report (or DAR) is an online resource that tracks all completed and uncompleted requirements for the student's declared degree, major, and/or minor. The DAR is accessible through the student's MAX account.

With Degree Audits, students and advisors can:

1. **Track** – View all completed and in-progress courses as they apply to a student's declared degree, major, option, and minor requirements.
Transfer credits, waivers, and exceptions to graduation will all appear on the audit to help track progress.
2. **Prepare** – Click on courses within degree requirements to see course descriptions and currently scheduled sections and to view prerequisites.
See how courses would apply to another major, minor, or concentration using the "What If" feature.
3. **Plan** – Use the "Look Ahead" feature to enter planned courses and see how they apply to the degree requirements.

Degree audits are available to all current graduate and undergraduate students seeking degree programs at Millersville University.

Degree audits are available for some of the following programs: teacher certification, post-master certification, and Millersville certificate programs. (Check with your advisor for availability/accuracy as these are being developed).

Degree audits are not available to prospective students at this time.



Degree audits are not available to students admitted as non-degree at this time.

NAVIGATION

The DAR offers diverse features for students to use. To better understand how to navigate your DAR, please refer to the provided document for additional information.

[Digital Audit Report Navigation Guide](#)

DEGREE AUDITS AND ADVISEMENT

ADVISEMENT BEFORE REGISTRATION

Advisement is required for all undergraduate students. Before your designated registration time, meet with your advisor to discuss your degree program, course selection options, and any other concerns. After you register for classes, be sure to review your degree audit to see how your courses will meet the requirements of your program.

CHANGING YOUR CURRICULUM (ADDING OR DROPPING MAJOR/MINOR)

If you plan to change your curriculum (Degree, Major, Option, or Minor), you must submit an approved Academic Program Change Request (formerly Academic Major and Academic Minor Form).

The request form can be accessed through the student MAX account or at Millersville.edu/forms

[ACADEMIC PROGRAM CHANGE REQUEST](#)

The form requires the approval of a faculty advisor and/or department chairperson, depending on the case. So, we recommend speaking with them before submitting the form.

If you delay filing this form, your major change may not be processed in time for your registration appointment, and you may not be able to register for courses restricted to your new major.

QUESTIONS ABOUT AN AUDIT

If you have questions about a degree audit, or you think there might be errors or discrepancies, contact one of the offices listed below for further assistance:

1. For curricular questions about the major, minor, or general education requirements and any questions regarding initiating an exception to graduation or academic major or minor form, contact your advisor or the chairperson of your major department.
2. Contact the [Registrar's Office](#) for questions concerning transfer courses, Millersville courses, grades, in-progress courses, or a submitted exception to graduation, academic major, or minor form.



WHAT-IF DEGREE AUDITS

A 'What-If' audit allows you and your advisor to see the effects of changing a major or option, declaring a major, or adding or changing a minor before officially changing your record. If you are undecided about a major, the what-if audit is a valuable tool to try out different majors and see how your courses will meet the requirements for those programs.

'What-If' audits are best used for single majors, with multiple concentrations or minors.

'What-If' audits can be run for multiple majors within a degree program (for example: Psychology and Sociology since both majors are Bachelor of Arts)

'What-If' audits can't be run for multiple degrees (for example, a Bachelor of Arts in Psychology and a Bachelor of Science in Biology). In this case, separate What-If audits must be run for each degree/major.

Some requirements may alter slightly for multiple majors or degrees when your record is officially changed. For example, a major in Geography requires a minor to be declared, which is waived if you have a second major. The 'What-If' audit cannot recognize that you have declared multiple majors, so it will not waive the minor requirement.

EXCEPTION TO GRADUATION REQUIREMENTS

Students are responsible for initiating a request for exceptions to graduation requirements. Whether the exception is in the major, minor, or general education areas or to university academic policy, you should file an exception request before your expected graduation date. Approved changes will be noted in your degree audit.

To request an exception:

1. Login to MAX
2. Go to the Student Services Tab
3. Select the Advisement menu
4. Click on "Request Exception to Graduation Requirements."
5. Complete all required fields in the form and the textbox and type a clear and compelling justification for the request. Click to Submit the form.

[Student Exception to Graduation Electronic Help Document](#)

Once you have submitted your form, you will receive email notifications as the exception is routed to the appropriate levels of approval. All exceptions will first go to your advisor, then depending on the type of exception, will be routed accordingly:



1. The department chairperson approves any exception requests in the major/required related areas. If you have a multidisciplinary major, this will be the interdisciplinary committee chairperson.
2. The department chairperson of the minor approves any exception requests in the minor.
3. The Honors College director will approve exceptions to Honors College requirements.
4. The major department chairperson and college dean must sign for approval of exceptions to general education requirements and/or academic policy.

You will be notified via email regarding the status of your exception request, whether it is approved or denied.

If you cannot submit an electronic exception at this time, we will still accept paper exceptions.

[Click here for the paper form.](#)

FAQS

FAQS - GENERAL DEGREE AUDIT

Q: What is a degree audit?

A: An audit reviews past and current coursework that provides information on a student's completed and remaining requirements necessary to complete a particular set of curriculum requirements (degree/major /minor/concentration).

Q: Can I access my audit on any computer?

A: Yes. The degree audit is a web-based tool accessible through any web browser can access your audit. You can access your audit. Anywhere you can log in to MAX, you can [access your audit](#).

Q: Is my information confidential?

A: Like all other processes you access through MAX or MyVille, Degree Audits are accessed through your secure login. Just like your additional academic information, your advisor, faculty, and selected staff members of Millersville University will also be able to view the information in the Degree Audit.

Q: Who can access Degree Audits?

A: Currently, Degree Audits are available to all admitted degree-seeking undergraduate and graduate students. Audits are not currently available for prospective students or non-degree students. Some post-baccalaureate and post-master's certification or certificate programs are now available. Advisors, faculty, and selected staff members have access to audits to support your progress through your academic program.

Q: How current will my information be in the Degree Audit?

A: The information on your degree audit is dynamically refreshed. Any change to your record (drop or add a class, add or change a major/minor or concentration, etc.) will be available as soon as you log back into your audit. For new students, audits will be available the day after



your deposit has been paid (for undergraduate students) or you have confirmed acceptance of your offer of admission (graduate students).

Q: Can I register for classes from my Degree Audit?

A: No. You can use the course link to view available sections and Course Registration Numbers (CRNs) for scheduled courses within your audit, but registration will continue to be handled through the Registration link in MAX.

Q: When can I see my grades on my Degree Audit?

A: Grades are viewable on the degree audit after grades have been processed for the semester. Grades will not appear on the audit as your professor enters them; you will only see them once the grading period for the University has ended for a term. Courses in progress are listed with a grade of "IP."

Q: What do I do if I believe my academic information is incorrect?

A: You should consult with your academic advisor for a review of your audit. Suppose you need an exception processed through the appropriate approvals per the [Exception to Graduation Requirements](#). If you believe the audit produces an error, please have your advisor email degreeaudit@millersville.edu.

Q: Why is my information not updated on my Degree Audit?

A: Since the audit is dynamically refreshed, your information should be accurate to date. However, depending on the change, your paperwork may take some time to process. For example, Exceptions must be routed through your advisor, department chair, and dean before reaching the Registrar's office for processing. Change of major forms are processed in Academic Advisement. Official transcripts must be received and processed for transfer courses. Items like this will appear in your audit as soon as they are processed, but please be patient as your paperwork makes it through the process.

Q: How can I update my information?

A: You cannot update information on your audit. To change your major, minor, or concentration, please complete the appropriate paperwork with [Academic Advisement](#).

Q: If I have questions about my Degree Audit, who should I contact?

A: If your question is regarding your academic requirements, please contact your academic advisor. If you have questions about reading items on your audit, please see the [student help sheet](#) or the [full training guide](#). If your question is not answered here, you may email degreeaudit@millersville.edu for assistance.

FAQS - READING YOUR AUDIT

Q: What does the asterisk (*) after a course on the course listing mean?

A: This means that the course has at least one prerequisite that must be met. Click on the course link to open the catalog listing and see the list of prerequisites.



Q: Can I see how many classes I have left to fulfill my requirements?

A: Yes. Your degree audit is laid out in block format, displaying degree, major, minor, concentration, and general education requirements as they apply to your specific program. Look for the unchecked boxes to identify still-needed requirements. You can also collapse your audit only to show still-needed requirements using the "Registration Checklist" view. Under the Format on the Worksheets view, you can select Registration Checklist from the pulldown menu and then click the View button.

Q: Can I just see a list of all the classes I've taken?

A: Yes. On the Worksheets tab, click the "Class History" link to view a list of your completed and in-progress courses by term.

Q: What's the difference between my "Transcript Total Credits" and "Credits Applied" to my degree?

A: Transcript Total Credits are earned credits on your official transcript. Applied credits are earned and in-progress credits applied to your current degree program. *Transcript Total Credits may include credits that do not apply to your degree; please use "Credits Applied" in the Degree bar (i.e., Bachelor of Arts) to verify how many credits you have calculated into your degree.*

[Please see a visual explanation of how repeating classes and developmental courses affects these numbers.](#)

Q: How can I tell if I'm on track for degree completion in my last semester?

A: An audit with Requirements at 98% and Credits at 100% means that you are completing your degree with your current paperwork and registration. If your graduation application has not yet been submitted and processed, this % maybe 95-97% complete, depending on the number of requirements in your program. [Please view a document that helps interpret the Requirement % Complete for students approaching graduation.](#)

FAQS - WHAT-IF AUDITS

Q: What is the purpose of the What-If Button?

A: What-If Audits are helpful if you are considering changing your major, adding a minor, or being an undeclared student considering various majors.

Q: What if I want to add a minor to my What If? Can I minor in the same department as my major?

A: Minors: **YOU MAY NOT MINOR IN YOUR MAJOR.** This means that, for the most part, you may not declare a minor within your major department. The exception is that English majors may select a minor in Print Media Studies.

Q: How do I add a concentration to the What If?

A: Concentrations (or options, as some majors call them) are only valid for specific majors. Under the drop-down list of concentrations, you will see that the major code for the majors for which a particular concentration is valid will appear. In the image below, you can see, for



example, that Botany is a valid concentration for the BS in Biology or Accounting is a valid concentration for the BS in Business Administration:

What-If

Level

Degree

Catalog Term

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major

Minor

Concentration

Choose Your Future Courses

Enter a course and its number

Subject

Number

- BIOL (BS)-Botany
- BIOL (BS)-Environmental Biology
- BIOL (BS)-Marine Biology
- BIOL (BS)-Molecular/Biotechnology
- BIOL (BS)-Pre-Optometry
- BIOL (BS)-Pre-Podiatry
- BIOL/ALHT (BS)-Medical Technology
- BIOL/ALHT (BS)-Nuclear Medicine Technology
- BIOL/ALHT (BS)-Pre-Athletic Training
- BIOL/ALHT (BS)-Respiratory Therapy
- BUAD-Accounting**
- BUAD-Finance
- BUAD-Management
- BUAD-Marketing
- BUAD/FREN/GERM/SPAN-International Business
- CHEM (BA)/PHYS (BA)-Cooperative Engineering
- CHEM (BS)-Biochemistry
- CHEM (BS)-Environmental Chemistry
- CHEM (BS)-Pre-Pharmacy
- CHEM (BS)/PHYS (BA)-Polymer Chemistry

Q: How do I do multiple majors in the What-If function?

A: If you are running a What-if audit and intend to be a double major or seek two degrees, please be aware that the "What-If" cannot always recognize this regarding the requirements. For example, if you are a double major, then the requirement for a minor in some majors may be waived, but in the context of "What-If," the system cannot recognize that you will be seeking two majors.

FAQS – COMMON ISSUES

Q: Why won't the "Print as PDF" button work?

A: If you are struggling with a PDF coming up when you click "Print to PDF," Please check your browser settings. A common issue is that Google Chrome PDFs will not open automatically. See this Google support link: [CHROME SUPPORT LINK](#)

If you continue to have difficulty, please contact the help desk at 717-871-7777 so they can troubleshoot directly with you.



STUDENT ONEDRIVE FOLDERS

The student OneDrive folder is a living document that is the student's responsibility to create and maintain. Sections within the OneDrive folder include the following:

1. **8 Semester Plans:** Students should make at least one new updated 8 Semester Plan each semester. This makes it easier for students to evaluate their academic progress and plans for future semesters.
2. **Concert Credits:** Students must attend at least 7 concerts each semester that are at the student's performance ability or higher. Proof of concert attendance will be placed in this folder.
3. **DARs:** An up-to-date copy of the students' DAR should be included in the OneDrive folder

Other items that should be in the OneDrive folder include the Studio Handbook, future semester schedules, transfer credit forms, etc.

RECITAL HOURS AND CONCERT CREDITS

RECITAL HOURS

All students who are registered for lessons are required to attend a weekly recital hour for the entire duration of their studies at the Tell School of Music.

Recital hour requirements that enrolled students must achieve each semester. Recital hour occurs weekly in Biemesderfer Concert Hall from 3-4 p.m. on Wednesdays. Students **MUST** attend all recital hours throughout the semester. Attendance is recorded digitally. Courses within the Music Department will **NOT** interfere with Recital Hour. However, some classes outside the department **MAY** have conflicting schedules. It is the students responsibility to schedule their courses around this block of time.

Students with multiple illegal absences (i.e., absences that were not pre-approved) will see a drop in the Studio Lesson Final Grade by a whole letter point.

CONCERT CREDITS

Each semester, students must attend seven concerts at the student's ability or higher. This means a collegiate-level ensemble or higher must perform the concert or performances. Examples may include but are not limited to, on-campus choir, band, orchestra, commercial, studio performances, guest artist performances during recital hour, Broadway Musicals, and professional artists (i.e., Beyonce, Drake, Taylor Swift, etc.). Other performances may count at the discretion of your Advisor. Performances that have programs will typically count.



Each semester, these seven (or more) required performances must be recorded and submitted to the student's OneDrive folder. More information on what is needed for the OneDrive folder can be found in the chapter titled OneDrive.

ENSEMBLES

INTRODUCTION

A wide array of ensembles is available at the Tell School of Music. Below are sections containing details about each ensemble and the audition process (if required). Ensembles are divided by skill levels, and all are open to all Millersville University students. These ensembles have multiple concerts and performances throughout the school year, both on-campus and off-campus. Visiting guest artists and musicians regularly join the ensembles for various events and performances.

Studio Lesson Ensembles will not count toward the major ensemble requirement. Attending a studio ensemble concert can satisfy one of the seven concert credits required by all music majors per semester.

ENSEMBLE REQUIREMENTS

Music Education majors are **REQUIRED** to take Marching Band for **TWO** seasons if they are instrumentalists **OR ONE** year if they are vocalists. They must also take two semesters of another ensemble for a secondary instrument (besides marching band). For example, string players could play trombone in a concert band, and a flute could sing in a choir.

Each semester that a student is taking lessons for their major instrument, the student is **REQUIRED** to take at least **ONE** for-credit ensemble on their major instrument (for example, if you are a student pursuing a music degree and your studio instrument is trumpet, you are **REQUIRED** to take one for-credit ensemble on trumpet each semester that you are taking lessons). All other ensembles that you choose to take can be for zero credits. Studio ensembles do not count towards the required for-credit ensemble.

Note: Some unique instruments may have fewer spots in the ensembles (like a piano). The student will take a for-credit ensemble on a secondary instrument in these cases. This is decided through the studio professor and, sometimes, the office or department chair.



CREDITED ENSEMBLES

CHOIRS

University Choir (MWF 12:00-12:50 p.m.) is a placement-auditioned ensemble of 60-80 members that explores a diverse repertoire of exciting vocal music worldwide. The University Choir is the largest choral ensemble at Millersville. From the Renaissance to Contemporary Periods, this ensemble concentrates on challenging choral repertoire of the highest quality. An infinite variety of songs and enjoyable juxtaposition of styles is a common theme of all concerts. The University Choir is currently directed by Dr. Jeffrey Gemmell (jeffrey.gemmell@millersville.edu).

University Chorale (TTh 2:30-4:00 pm) is a select chamber ensemble with a maximum of 30 members, most of which are upper-class voice majors. The focus of this choir is to create innovative performances of sophisticated mixed-choir literature that are varied in style, international in scope, and universal in theme. The ensemble recently performed the U.S. premiere of Oscar Navarro's *The Seven Trumpets* with the Lancaster Symphony Orchestra, performed in concert with musical theater legend Patti LuPone, and performed Mozart's *Coronation Mass* to rave reviews! The Chorale tours various high schools and performance spaces each spring semester for 3-4 days. This is an opportunity for students to perform in new spaces and gain experience with performing often. University Chorale is currently directed by Dr. Jeffery Gemmell (jeffrey.gemmell@millersville.edu).

Cantilena (MW 5:30-7:00 p.m.) is an ensemble specializing in genre-specific repertoire. All students are welcome, and there are many opportunities for student direction. The repertoire is supremely varied, and many opportunities exist to perform on and off campus. There is NO audition required to join the Cantilena Choir. The Cantilena Choir is currently directed by Dr. Jeffery Gemmell (jeffrey.gemmell@millersville.edu).

[Choirs Audition Materials](#)

COMMERCIAL ENSEMBLES

Commercial Lab Band (TTh 4:00-5:30 pm) The goal of the commercial lab band is to enable students to improve their ability to rehearse, arrange, perform, and record commercial popular music repertoire in a group setting. Song selection, arrangement duties, individual rehearsal schedules, and recording goals will be arranged at the beginning of each semester.

Commercial Music Ensemble (TTh 2:30-4:00 pm) Students will be placed via audition into the Commercial Music Ensemble at the start of the semester. A course of song selection, arrangement duties, individual rehearsal schedules, and recording goals will be put forward. By following through on the activities described above, the students will develop commercial music skills to serve them as performers, educators, and entrepreneurs in their professional music careers.



Artist Development Track – Contact Dr. Jennifer Jester (jennifer.jester@millersville.edu) directly for questions and more info.

Students must have completed and passed Solfege 1 and 2 as a prerequisite.

Students must complete and pass 1 year (2 semesters) of MUSI 294 as a prerequisite (including transfers).

For more information about the commercial ensembles, please contact Dr. Jennifer Jester (jennifer.jester@millersville.edu).

[Commercial Ensembles Audition Materials](#)

JAZZ BANDS

Jazz Land Band (Fall Semester - MW 6:00-7:30 pm) is an ensemble of flexible instrumentation (woodwinds, brasses, strings, piano, bass, drums, guitar) that accommodates various levels. No previous jazz experience is required, but students are asked to audition individually during the first two rehearsals to determine ability and part assignment. Less experienced musicians develop reading and interpretation skills. At the same time, more advanced layers are given a considerable opportunity to develop their improvisational abilities further. Further performance opportunities are available, and academic credit is available for all students. For more information, please reach out to Dr. Joseph Cernuto (joseph.cernuto@millersville.edu).

MU Jazz Ensemble (TTh 7:30-9:00p.m.) comprises 18-20 players based on a "big band" instrumentation. Members are chosen by audition each fall. The (MU Jazz Ensemble) MUJE performs on and off campus each semester, using a repertoire that includes classic swing, jazz standards, and contemporary fusion styles. Guest artists have included Byron Stripling, Ernie Watts, John Fedchock, Larry McWilliams, Dean Sorenson, Ronald Carter, Sharrie Maricle, Chris Vadala, Dan Tepfer, Dave Sharp, Russ Peterson, Paul Haar, Pete McGuinness, Amy Banks, and Camille Thurman.

Maintaining an active performance schedule, the MUJE has appeared at concerts sponsored by the Central Pennsylvania Friends of Jazz, the Villanova University Jazz Festival, and the Les Brown Jazz Festival. TUJE hosts Jazz Fest De 'Ville, a non-competitive invitational workshop for high school and middle school jazz bands. The Jazz Ensemble and Jazz Sextet performed at the Crescent City Jazz Festival in New Orleans in March 2018. Academic credit is available to all students. For more information, please reach out to Ryan Kauffman (ryan.kauffman@millersville.edu).

[Jazz Bands Audition Materials](#)

MARCHING BAND

The Millersville University Marauder Marching Band (TTh 4:10-6:20 pm) p.m. a student-centered marching organization that supports the university through music while teaching teamwork and musical excellence. The band performs at various venues, including home and



away football games, parades, and exhibitions at local high school competitions. The MUMMB is open to any student regardless of major and is one of the largest campus organizations. There is no audition process required to join the MUMMB. The Marauder Marching Band is under the direction of Dr. Joseph Cernuto (joseph.cernuto@millersville.edu). Please reach out to him for further information.

ORCHESTRA

The Millersville University Orchestra (MW 4:00-6:00 pm) is a large ensemble that rehearses and regularly performs at Beamesderfer Hall and Steinman Hall in Ware Center-Lancaster. Led by conductor Vera Volchansky, the Orchestra performs standard symphonic repertoire, collaborates with MU faculty and winners of local competitions, including the Lancaster International Piano Competition and Louis Vyner Competition, and often performs with major guest artists.

In the past five years, the MU Orchestra has performed with pianists Santiago Rodriguez, Awadagin Pratt, and Ioannis Potamosis, cellist Zuill Bailey, organist Paul Jacobs, clarinetist Robert Spring, soprano Eleni Calenos, among others. Dr. Volchansky's vision of the orchestral program is to advance the ensemble's level of artistry, create unique and inspiring learning and performance opportunities for the students, and share the great works of musical art with the audiences in Lancaster. For more information, please contact Dr. Vera Volchansky (vera.volchansky@millersville.edu).

[Orchestra Audition Materials](#)

WIND BANDS

The Wind Bands program consists of two bands - the Wind Ensemble, where members audition for the group, and the Concert Band, where auditions are only for part placement/seating. In addition, the Wind and Percussion Auditions also serve as the audition for wind/percussion membership into the Orchestra.

Concert Band (Fall Semester - MW 4:15-5:45 pm, Spring Semester – TTh 4:15-5:45 pm) seeks to broaden the musical horizons of its members and audiences by performing a variety of quality literature, including original wind band classics, transcriptions, and music from the jazz and popular genres. The Concert Band comprises approximately 70 wind and percussion players and is open to all students with previous band experience.

Placement auditions are held at the beginning of each semester to determine part assignments. The Concert Band presents two concerts on campus each semester and performs at the Glorious Sounds of the Season concerts each December.

Wind Ensemble (TTh 2:30-4:00) is the premier concert ensemble of the MU band program. Conducted by Dr. Joe Cernuto, the band is comprised of the most accomplished woodwind, brass, and percussion players at Millersville University. The 50 members of the Wind Ensemble



perform the finest existing and emerging wind band literature. The Wind Ensemble is dedicated to furthering wind band music as one of America's leading art forms.

Members are selected by audition at the beginning of the Fall semester. The Wind Ensemble presents two on-campus concerts each semester and clinics and performances off-campus at schools and community events in the region. Performances regularly feature nationally recognized guest artists.

[Wind Bands Audition Material](#)

RESULTS AND ENROLLEMENT

For those who audition for an ensemble, please actively check your email for results. The faculty member(s) in charge of your chosen ensembles will inform the student body of placement. The faculty will also use this as an opportunity to reach out regarding whether the student will be taking the ensemble for 0 credits or 0.5 credits. Students will then need to respond to be enrolled for the course.

PEER MENTORS

Every year, the incoming class of students will be assigned student Peer Mentors to act as guides to serve the new students. Their purpose is to help give a student-side perspective on how to successfully navigate the transition from High School to College and act as a resource for new students. They share helpful information, such as degree requirements, class registration processes, and navigating the resources available at Millersville University. They also serve as a friendly face for the new students to recognize around campus.

Peer mentors are typically two Junior year students. All students will be assigned these peer mentors based on their respective majors. The peer mentor is responsible for reaching out to incoming students to schedule group meetings. Please contact the Department Secretary if you do not hear from your peer mentors within the first few weeks of school.

LESSONS

All students pursuing a degree in music will have lesson requirements for their degree. Factors such as the studio, type of degree, and personal skill level will affect each student's individual experience. Below is listed several of the major lesson aspects.

1. Studio or Instrument: The primary instrument or area of focus within music often dictates the type of lessons required. For example, a student majoring in piano performance will have different lesson requirements compared to someone majoring in vocal performance or music education



2. **Type of Degree:** The level of degree being pursued can also impact lesson requirements. Different lesson requirements may exist for students pursuing a music education degree over a music industry or performance degree
3. **Skill Level and Specialization:** The student's current skill level and desired specialization within their chosen instrument or field of study will influence the complexity and depth of the lessons required. Beginners may start with fundamental lessons, while more advanced students might delve into advanced techniques, repertoire, and research.
4. **Performance and Recital Requirements:** There are recital and performance requirements for all students taking studio lessons. More information can be found in each studio handbook or below in the chapter titled Junior and Senior Recital
5. **Credit and Course Requirements:** Based on what degree the students are studying, there will be unique goals or levels of skill that the student must achieve
6. **Personal Goals and Aspirations:** Students may have goals beyond the standard curriculum. For example, some students may want to explore specific genres, styles, or techniques that require tailored lessons
7. **Progress and Juries:** As students' progress through their degree program, their performance and development are regularly assessed. Lesson requirements may be adjusted based on this ongoing assessment to ensure the student's growth and success

A more extensive list of lesson requirements, materials, and aspects can be found below. This includes information on recitals, juries, and levels.

MAJOR PERFORMANCE GENERAL REQUIREMENTS

"Major Performance" refers to the private applied music lessons in the student's area of specialty (i.e., auditioned and admitted instrument). Each music major will have lessons for 1.0 credit (excluding BA in Performance, as they take dual lessons for 2.0 credits) per semester, which equates to 15 half-hour private lessons or equivalency.

Admissions to Major Performance is by audition only. This is completed through the student's audition to gain admission into the department.

MAJOR PERFORMANCE INDIVIDUAL REQUIREMENTS

Below is an extensive list of the requirements that all students must achieve in their lessons (MP). Additional requirements may be required within specific studios. Consult individual studio handbooks and/or syllabi for specific requirements.

1. Students will demonstrate capability in their Major Performance area at least once per year outside the private studio as a soloist during recital hour or a participant in a small ensemble (one person per part)
2. Students will attend and participate in Masterclasses for 1 hour of small-group instruction. The 1-hour Masterclass and 30-minute private instruction together provide one and a half hours of major performance instruction per week



3. Music students will participate in ensembles based on their instruments. Ensembles rehearse regularly throughout the week. More information on ensembles can be found in the Ensembles chapter
4. Music students will meet weekly with the department on Wednesdays from 3:00 – 4:00 p.m. This recital hour features student and guest performers and provides an opportunity to screen material prior to presenting it at a recital
5. Students who perform a junior or senior recital during the first seven (7) weeks of that semester are required to complete a jury at the end of the semester. Students who present a junior or senior recital during the last seven (7) weeks of the semester may be exempted from a jury at the discretion of the major performance instructor
6. Student Teachers will not be allowed to give a Senior Recital after the first 2 weeks of their student teaching semester
7. Music students will participate in jury examinations at the end of each semester. Jury examination guidelines and requirements are determined by individual faculty
 - A. ALL First Semester Freshman will be required to complete a jury
 - B. ALL Students who take music instruction on any instrument MUST perform a jury at the end of the semester (major performance & 108 sequences)
 - C. To meet level requirements 2, 3, and 4, students performing in juries must reach 85% in each jury category to advance to the next level
 - D. MUSIC INDUSTRY MAJORS ARE REQUIRED TO SURPASS LEVEL 2 PRIOR TO GRADUATION. MUSIC EDUCATION MAJORS ARE REQUIRED TO SURPASS *LEVEL 3* PRIOR TO GRADUATION
 - E. BA GENERAL MAJORS ARE REQUIRED TO SURPASS *LEVEL 2* PRIOR TO GRADUATION
 - F. BA IN PERFORMANCE MAJORS ARE REQUIRED TO SURPASS *LEVEL 4* PRIOR TO GRADUATION

NOTE: MU Staff-Accompanist may not be used for Junior or Senior Recitals (unless paid by the student).

GENERAL STUDIO HANDBOOK INFORMATION

Private studio instruction is offered to develop skills relative to the art of a student's instrument in Classical and Contemporary Commercial Music (CCM).

Related Programs Outcomes: Students will acquire the ability to solve technical problems in various styles and languages and develop into unique artists through regular lessons and practice. Students will also learn to be conversant in terminology and technique.

General Studio Guidelines:

Audition – All entering students must perform an audition on the instrument they choose to take lessons in front of at least one department teacher to be accepted for studio lessons in the



Music Department. This customarily takes place during your audition for the Music Department, where you are also assessed in written theory, aural skills, etc.

1. **Placement** – After successfully passing the initial audition, all undergraduate transfer students from other colleges and universities will be assigned to an appropriate level for their first semester at Millersville. At the end of the semester, in agreement with the studio teacher, a transfer student of appropriate training and experience may request an Advanced Level Placement Jury Examinations. In this case, the student must sign up for a double-jury slot. All first-year students will be placed in Level 1
2. **Lesson Sign-Up** – Fifteen individual lessons of 30 minutes (1.0 credit) or 60 minutes (1.0 credits) plus the jury are scheduled between the teacher and the student. Please check with your instructor about lesson sign-up procedures. While it is the responsibility of the student to sign up for a lesson time, it is the responsibility of the instructor to register the student for lessons formally
3. **Educational Ethics** – It is unethical to study with more than one teacher without the present assigned teacher's permission. The Millersville University studio instructor is the sole teacher while you are a student at Millersville; this includes when school is not regularly in session (breaks and holidays). Any student who is found continually studying with an instructor outside of Millersville without permission will necessarily have to be academically dropped from their lessons

OUTSIDE PERFORMANCES

The student's applied teacher must approve all outside performance activities. Outside rehearsals and performances may not conflict with departmental classes or rehearsals.

Ensemble Requirement – All majors and minors enrolled in private lessons are required to be enrolled concurrently in a major university ensemble relevant to their instrument unless they have already satisfied their ensemble requirement.

Outcomes – Students are responsible for learning and practicing their assigned pieces outside their weekly lesson. Students are also expected to work on their techniques and concepts developed with their instructor in lessons.

Attendance and Make-Up Lesson Policy – Attendance at each lesson is mandatory. Lessons missed by the instructor and excused lessons missed by the students will be rescheduled. An excused lesson is documented in writing (e.g., an illness accompanied by a doctor's note or a family event with prior written documentation). A student must provide a written excuse from the registrar's office at the next lesson.

1. A student who is unable to appear for their lesson must inform the instructor by 9:00 a.m. the morning of the lesson (24-hour notice is preferred)
2. Unexcused lessons will not be made up and will result in a "0" for the missed lesson. If a student is absent more than once, with no excuse or prior notification, that student will receive a failing grade for the semester



3. Tardiness to lessons will result in a grade reduction
4. The lesson will not be taught if the student is 15 minutes (or more) late
5. More than two excused absences may result in a grade reduction
6. If an instructor cannot appear for the lesson, he/she must inform the student or department secretary by 9:00 a.m. on the morning of the lesson. In such cases, it is the instructor's responsibility to reschedule the lesson. Rescheduled lessons should be made up by the last day of Exam Week
7. Attendance is required at all recitals, concerts, and other performances in which a studio member or your professor is a soloist, as well as assigned activities. If there is a conflict, the professor must have a written excuse before the event

Masterclass – Students are required to attend and participate in all scheduled Masterclasses in the Winter VPAC. These classes are designed to give you the opportunity to perform the literature on which you are working and to gain immediate feedback from the department faculty and your peers in a supportive and non-threatening setting. Here, you can work on technique and artistic issues on the spot and obtain valuable, affirmative suggestions to explore more fully at a future lesson or practice session. You will also be exposed to a broad repertoire that is not your own. As you listen to others perform, your evaluative skills in the areas of technique, artistry, diction, presentation, expression, and ensemble will be developed. There are also required Masterclasses and Departmental Recitals on Wednesdays at 3 p.m. in Biemsderfer Concert Hall.

Lack of attendance without a legitimate excuse will result in a lowering of the student's final grade by a whole letter grade. Repeated absences will result in further grade reduction at the discretion of your instructor.

Each major is required to perform in Masterclass at least twice a semester for credit. Your studio teacher will assign you a day and time to perform. Depending on time and availability, a maximum of two selections may be performed in a regular Masterclass session.

If you need accompaniment and choose not to use your departmental pianist, your accompanist will need to attend whenever you are ready to perform.

Other activities, such as Recital Hearings, Joint Recitals, Workshops, or Professional Masterclasses with guest artists, may be scheduled during this time.

Attendance at other scheduled Masterclasses or Recitals is also required.

RESPECT all performers, professors, and classmates: No talking, eating, or use of cell phones or laptops is permitted during Masterclasses (or any other performance/learning-type situation).

Dress professionally for ALL performance situations (see Dress Code below)



Dress Code and Performance Attire – “Dress for Success, Dress to Impress.” – How you dress for a performance is a major contributing factor to the quality of your presentation. Listed below are the expectations for attire.

For MU Masterclass performances, MU Guest Masterclass performances, Closed Recitals, Public Recitals, Juries, and Recitals: Formal attire is expected. Dresses should be below the knee.

Grades – Grading is based on the fulfillment of requirements for the course as outlined in the Division Handbook, in the professor’s Syllabus, and the individual goals established between teacher and student. Instrument study is not an “Extra Credit” kind of course. There is no substitute for consistent hard work and progress over the entire semester. **REMEMBER: EACH STUDENT IS RESPONSIBLE FOR THEIR OWN GRADE.**

Grading Policy – Students will receive a grade for each lesson. The final grade will be based on attendance, progress, the realization of potential, and the successful fulfillment of technical accomplishments and repertoire requirements for each level. The following are departmental standards:

1. An unexcused absence will result in a “0” for the week. If a student is absent more than once, with no excuse or prior notification, that student will receive a failing grade for the semester
2. Tardiness to lessons will result in a grade reduction. The lesson will not be taught if the student is 15 minutes (or more) late. More than two excused absences may result in a grade reduction
3. The student who receives a final semester grade of D will not be considered for private instruction the following semester; an audition is necessary to reenter the program.
4. The final semester grade will be based on the percentages outlined in the student’s professor’s syllabus
5. The Jury will account for 25% of the student’s Final Grade

Use of Copyright Music – Photocopies of copyrighted music may not be used in private studios, practice rooms, or public performances except when the original copy is in the immediate possession of the performer/advisor/instructor and the photocopy has been made merely to facilitate turning pages. Students with illegal photocopies will not be allowed to perform and will have their illegal copies confiscated.

JURY FAQs

Q: What is a jury?

A: Music students taking studio lessons will participate in jury examinations at the end of each semester. Jury examination guidelines and requirements are determined by individual faculty. This coincides with your lessons.



Q: What should I wear to my jury?

A: A few options include Slacks and a button-up shirt—a long dress or pantsuit. Professional dress and business casual are expected. If unsure, consult your studio instructor.

Q: What do I have to bring to my jury?

A: You will need your repertoire list (instrumental studios only), program notes from the semester, jury sheets for each evaluator, and music for your accompanist (if applicable).

Q: What is evaluated on my jury?

A: Performance, Technique, Sight reading/Improvisation, and Synthesis.

Q: When do I find out my results?

A: It will be reflected as 25% of your final grade for studio lessons. Jury comments will be distributed by your major performance instructor the following semester.

Q: I just started a music program. Do I have to have a jury?

A: ALL First Semester Freshman will be required to complete a jury.

Q: I'm a music minor. Do I have to have a jury?

A: ALL Students who take a Major Performance Area or Private Instruction Area (including minors) must complete a jury.

Q: I would like to move to a higher level. What do I have to do in my jury to advance?

A: To meet level requirements 2, 3, and 4, students performing in juries must reach 85% in each jury category to advance to the next level.

Q: I performed in a recital this semester. Do I have to have a jury?

A: Students who perform a junior or senior recital during the first seven (7) weeks of that semester are required to complete a jury at the end of the semester. Students who present a junior or senior recital during the last seven (7) weeks of the semester may be exempted from a jury at the discretion of the major performance instructor.

For further information or specified information, please contact your studio professor. They will be able to provide the most up-to-date and specific information for your studio.

PROGRAM NOTES

At the end of every semester, all students taking lessons will be adjudicated during their juries. A major aspect of this process is the inclusion of program notes. Program notes are documents that include key information on the piece the performer is performing.

Many students often ask their professors what they would like included within their program notes. A brief structure and summary of the requirements for successful program notes can be found below, as well as a quote highlighting the purpose of the program notes.



“Program notes should briefly recount the circumstances of composition and first performance of the work, its scoring, and, if useful, its publication...Try to suggest to audience members two or three particular things to listen for in an attempt to engage their ears” (Kern, 2008, 81-82). Holoman, D. Kern, *Writing about Music: A Style Sheet*. CA: University of California Press, 2008.

Part 1: Piece identification

1. Complete title with appropriate keys, numbers, opus numbers, and catalog numbers
2. Date of composition (if known)
3. Composer's full name, birth-death dates
4. Movements or song titles to be performed
5. Your name and instrument
6. Your accompanist's name and instrument, if needed

Part 2: Biographical and historical information

1. When/where did the composer live?
2. What events in his/her life may have influenced the composition?
3. What was happening in the surrounding environment (significant historical events) that may have impacted them?
4. Is this a well-known or little-known piece by the composer? Why/Why not?

Part 3: Musical analysis and interpretation

1. What are the key musical elements of the piece? This may include elements such as form, rhythm, melody, harmony, and accompaniment
2. What do you hope to express to the audience through your interpretation? What should the audience listen for?

Part 4: Translation of any foreign language text

1. The library resources are great tools to aid in researching a composer, a piece, or a score
2. Citations are expected for any utilized sources

JUNIOR AND SENIOR RECITAL INFORMATION

It is strongly recommended that recitals occur during the last semester of your senior or graduating year for BA students or in the 2nd to last semester for B.S.E. in Music Education Students. However, students may perform their recitals during their junior year. Those pursuing a B.S. in Music Industry may supplement their Senior Recital with a senior project. For more guidelines and information regarding the requirements for a senior project, please contact your academic advisor. Students pursuing a dual degree in Performance must complete TWO recitals within their Junior and Senior years.

Please see below for an outline of the recital process and timeline.
One semester before your projected recital date, you must:



1. Discuss the tentative date and choice of venue with your studio instructor AND based on the current student recital listings (found outside the office).
2. Receive approval from your studio instructor regarding your recital repertoire.
3. Have your studio professor email Department Secretary to confirm the date for approval.
4. Complete the Recital Information Setup Form found on the Student Portal.
5. A representative from OVPA will reach out to confirm your recital request.

The Recital Hearing – All majors intending to perform a Junior or Senior Recital must successfully perform a 30-minute Recital Hearing that takes place four weeks before the recital. Please understand that this means your recital is ‘performance ready’; therefore, you should be able to perform the entire recital expressively and by memory. All repertoire lists and program notes must be completed for the Recital Hearing.

1. The hearing will consist of a performance of the entire recital or selected parts (as determined by the Recital Hearing Panel) with the pianist and, if applicable, instrumentalists. The performance will be judged as “approved,” “not approved,” “rehearing necessary,” “approved with reservations,” or “approved with the elimination of the following selection(s)”
2. Students should be prepared to answer questions related to the music, composer, genre, and historical period of the selections performed, as well as information about their program notes
3. Students will receive immediate feedback from the Recital Hearing Panel as part of the Recital Hearing process. The Panel will discuss with the students any possible issues, suggestions, or changes that need to take place regarding any part of the student’s performance or materials. They will also set a deadline for those requirements that need to be met
4. At any time during the hearing process, the Recital Hearing Panel may cancel a portion (if performing a Joint Recital) or all of a recital due to lack of sufficient music and/or preparation. A canceled recital will result in a loss of two letter grades for the semester (allowing for a maximum letter grade of C). In the case of a Fall scheduled recital, when the student is required to have all music learned before the first day of classes, the loss of three letter grades will occur (allowing a maximum grade of D)
5. Any hearing occurring less than four weeks before the recital is subject to a grade of satisfactory or unsatisfactory (i.e., cancellation) only
6. A copy of the recital’s printed program and program notes should be distributed at the Recital
7. Program Information and Program Notes must be handed into the office two weeks before your recital date
8. Program Information and Program Notes must be turned in to the Hearing Panel at the beginning of the hearing. Make sure there are enough copies for each member of the panel. Failure to submit these materials at the time of the hearing will result in a status of “not approved” until the student can present them. Students will have a week from the



Recital Hearing Date to submit the materials to the panel for approval and be eligible for a change in status

9. Every recital will be attended by at least two studio teachers, and the final recital evaluation will be written by the instructor and signed by other teacher(s) in attendance. It is the student's responsibility to invite the teachers to attend the recital
10. For successful completion of the Bachelor of Arts degree in Performance, students are required to perform a Junior **and** Senior recital
11. It is the student's responsibility to follow guidelines for registering and preparing programs and program notes for recitals. Recital programs must be submitted to the music assistant

CHANGING STUDIO PROFESSORS

The Tell School of Music recognizes the individual rights of all students to act independently in the pursuit of knowledge and to seek varying points of view.

Students have the right to change studio teachers using the procedure below:

1. The student must speak with their Studio Division Chair. They will offer counsel to you and will act as a liaison between the student and the faculty involved
2. The student must formally notify their present teacher in a timely fashion no later than the final day of the semester if a change is to occur the following semester. A student may notify their teacher solely in writing if desired
3. The current teacher must formally acknowledge the student's desire to change studios with the student and the Division Chair before the student may discuss their desire with another teacher and/or make any arrangements to change studios. Faculty members will not discuss changing studios with an interested student until this notification has taken place
4. The student may be expected to audition for the prospective teacher at their request. Upon speaking to/hearing you, the prospective teacher may accept you or suggest another faculty member
5. Once a teacher has agreed to accept you into their studio, the teachers (previous and new) and student must inform the Studio Division Chair of the switch
6. It is understood that students shall suffer no negative repercussions because of changing teachers
7. Faculty members are expected to respect extant major-professor relationships and thus are not permitted to solicit a student directly or through any other person to influence a change of major professor
8. The relationship between teacher and student should be established, maintained, and terminated professionally. Faculty members should always respect the personal integrity and privacy of students while recognizing their responsibility to promote principles of ethical and professional conduct throughout the Department of Music community



ACADEMIC ADVISORS AND REGISTRATION

All students at Millersville University will be assigned an academic advisor for their time there. The advisor's role is to counsel and advise the student on course registration, degree requirements, 8-semester plans, and more. It is critical that the student meets with their academic advisor regularly during their first few semesters to help ensure their long-term plan is thoroughly flushed out. This helps to ensure that the student completes all degree requirements to graduate on time (for most programs, this is four years).

Before course registration for the next semester, students must meet their academic advisor to review their class schedule. This ensures that the student takes the correct courses at the proper time (referencing their 8-semester plan). After confirming that the student's plan is proper, the advisor will give the student an eight-digit number starting with an M for course registration. This is known as the TAP number.

The TAP number is REQUIRED to register for Fall and Spring courses and is ONLY available through the academic advisor.

Advisors also help with the Transfer Equivalency form. This form comes into play when a student wants to take a course from another University AND transfer the credits to Millersville University. Please see the Transfer Equivalency Section within the Degree Requirements Folder for more information.

Multiple Majors – You will have one OR two academic advisors for those with multiple majors. Make sure to meet with both advisors to discuss the following matters described above. However, only the advisor for the primary major will have your TAP number.

Minors – For those pursuing a minor(s), you will be assigned an academic advisor for the respective minor(s). This individual will help you ensure that you can complete your major(s) and minor(s) in a timely manner.

ADVISOR RESPONSIBILITIES

Responsibility of Advisors

1. The advisor must communicate and emphasize the advisee's responsibility for satisfying degree requirements
2. The advisor must be knowledgeable about the program(s) in which he/she/they advises
3. The advisor must establish, post, and maintain adequate office hours throughout the semester. These hours may need to increase during registration to assist the students
4. The advisor should be familiar with the published academic policies and regulations of the University
5. The advisor must discuss the advisee's academic performance and, if necessary, help the advisee develop an appropriate plan of action to improve their academic standing



6. The advisor should know how to refer the advisee to appropriate sources of information, assistance, and services in cases where such referrals may be necessary

The following profile of an ideal advisor is based on responses to both the faculty and student surveys and the Penn State University handbook on academic advising.

Excellence in advising is based on:

1. The disposition of the person serving as an advisor
2. Organizational abilities of the advisor
3. Their concrete knowledge of the Programs and Department's Advisement Materials
4. Their concrete knowledge of the University's programs, policies, and services, along with knowledge of the advisor's specific field
5. Their ability to communicate effectively and promptly with student advisees (and faculty, when appropriate)

Someone who serves as an advisor should have a positive outlook on advising. The ideal advisor is a supportive, giving, caring, patient person available to the student during posted office hours and mutually agreed upon times. The advisor should be trustworthy, honest, and open with the student and willing to discuss the student's performance short-term and long-term goals (career and life plans).

1. The advisor must also be knowledgeable about and willing to help with the following:
2. Specific programs (major and/or minor)
3. General Education Requirements and University Policies
4. Access to determining the way to access various resources and facilities for information about things they do not know (other majors, for example)
5. Individual student's interests when reviewing student records and University policies
6. Ways to access services within and outside the University, which may be helpful to the student and assisting with necessary referrals to such services or people

When a student is ready to apply for graduation, the advisor should be sure to:

1. Review the student's entire graduation binder, confirming that all items are complete and signatures were obtained where necessary
2. Confirm a student's concert attendance and ensemble participation
3. Carefully review the Degree Audit and assist/direct the student to submit an explanation/rationale if the audit is incomplete

ADVISEMENT FAQS

SCHEDULING COURSES

Spring and Fall semester scheduling is based on the number of credits you've earned and the first letter of your last name (unless you are an athlete, a member of the Honors College, or a student of special needs, in which case you may register sooner).



If scheduling for summer or winter classes, consult the academic calendar. Everyone can schedule courses for those terms at the start date indicated on the calendar.

MEETING WITH ADVISOR

Your advisor's name is on your DAR. Their office hours are posted on the MU website. If you are a double major or have a minor, you will have multiple advisors, but only your advisor for your Major or majors will have your TAP number. You should try to meet with your advisor BEFORE you can schedule classes or at any time you have questions about classes.

You should bring a printout of your degree audit and a list of courses you are thinking of taking in the semester you are scheduling, as well as a list of any questions you may have. Keep in mind that advisors are still teaching during the time of scheduling for fall/spring semesters and are particularly busy during peak scheduling. Respect your advisor's limited time and come prepared for meetings.

ACCESSING YOUR DEGREE AUDIT

Your degree audit can be found through MAX. It tells you how many credits you've taken (called "transcript total credits" on the audit), how many credits you will have after completing in-progress courses (called "Credits Applied" on the audit), and whether or not you have completed certain degree requirements. (Completed requirements are indicated with a checkmark on the degree audit). When there are specific courses listed, you can click on them to find out more information, including prerequisites. You are strongly encouraged to review your degree audit every semester.

TRANSFER CREDITS

The [Registrar's Office](#) will help you transfer courses and credits. Contact them for assistance. Below is a weblink that takes you to the Millersville Credit Equivalency page. It contains information regarding where students can refer to other schools and see what courses and credits can be transferred and accepted.

[Transfer Equivalency Page](#)

ACADEMIC CERTIFICATES

The Tell School of Music offers a wide array of academic certificates for students who wish to dive further into different areas within the realm of music. More information on each specific certificate can be found below.

KODALY CERTIFICATE

Music Education students now have the option of obtaining a new Certificate in Kodály at the Tell School of Music!



The Certificate Program consists of 12 credits. These credits are already included in the BSE degree, so no additional coursework is needed for Music Education Students. The credits are as follows:

- MUSI 312 Solfège, Harmony and Analysis III - 3.0 credits
- MUSI 412 Solfège, Harmony and Analysis IV - 3.0 credits
- MUSI 317 Elementary Methods According to the Kodály Concept - 3.0 credits
- MUSI 372 Middle-Level Methods According to the Kodály Concept - 3.0 credits

Level of Proficiency to earn the Kodály Certificate:

- Students wishing to earn the Kodaly Certificate must achieve a grade of B or higher in all courses required for successful certification
- Music Education students must pass a formal review and discussion of their teaching/conducting, including a presentation of a Folksong database/Retrieval System

Students should consider earning this certificate as it is an additional credential to the Music Education students' transcript showing additional, specialized study in the Kodály Concept of Music Education. This is an excellent credential for a music educator's resume!

For more information on the Certificate in Kodály at Millersville, please contact the Department Secretary or Anne Stuart (anne.stuart@millersville.edu).

MODERN BAND CERTIFICATE

Music Education, Music Performance, and Music Industry students now have the option of obtaining a new Modern Band Applications Certificate at the Tell School!

The Certificate Program consists of 9 credits. Students who elect the certificate will study not only with our world-renowned Music Education faculty but also with our esteemed Music Industry faculty and work in our [world-class Music Industry facilities](#). The credits are as follows:

- MUSI 350 The Art of Teaching Modern Band - 3.0 credits
- MUSI 294 Live Audio Production I - 3.0 credits
- MUSI 398 Songwriting and Composition- 3.0 credits
- MUSI 124 Commercial Lab Band OR MUSI 324 Commercial Ensemble - 0 - 1.0 credits

Level of Proficiency to earn the Modern Band Applications Certificate

- Students must achieve a grade of B or higher in all courses required for successful certification
- Students must complete a successful interview with the Music Industry and Music Education faculty outlining how the certificate program fits with and enhances the student's career goals



- Students should take MUSI 294 and MUSI 398 after successfully passing MUSI 350.
- Commercial Lab Ensemble / Commercial Lab Band must be taken in sequential Fall/Spring semesters

Students should consider earning this certificate as it is unique to the Tell School of Music and is an incredible way to add this skillset to one of our existing music degrees or as a standalone certificate. Students in the program will strengthen both their teaching and performance skills in the realm of popular music-making. They will offer our graduates an employment advantage in public schools and the music education workforce.

For more information on the Modern Band Applications Certificate at Millersville, please contact the Department Secretary or Dr. Jester (jennifer.jester@millersville.edu).

TECHNOLOGY IN MUSIC EDUCATION

Music Education students can now obtain a new Certificate in Technology in Music Education at the Tell School of Music at Millersville University, the only undergraduate program in Pennsylvania with the unique opportunity to integrate technology study with music education.

The Certificate Program consists of 12 credits. The credits are as follows:

- MUSI 280 Technology in the Music Classroom - 3.0 credits
- MUSI 293 Computer Applications in Music Production I - 3.0 credits
- MUSI 294 Live Audio Production I - 3.0 credits
- MUSI 372 Studio Recording I - 3.0 credits

Level of Proficiency to earn the Technology Certificate:

- Students must achieve a grade of B or higher in all courses required for successful certification.
- Students must complete a successful interview with the Music Industry and Music Education faculty outlining how the certificate program fits with and enhances the student's career goals.

Students should consider earning this certificate as it is an additional credential to the Music Education students' transcript showing additional, specialized study in technology. In the 21st century, this is an especially attractive course of study for music educators. Students who elect Technology studies will be prepared to help in live sound productions in their schools and teach 21st-century classes in Recording, Live Audio, Modern Band, or other technology-based classes.

For more information on the Certificate in Technology in Music Education at Millersville, contact the Department Secretary or Dr. Atticks (barry.atticks@millersville.edu).



PROFESSIONAL ORGANIZATIONS

There is a variety of student-led organizations within the Music Department. The role of these Professional Organizations is to help students excel within their chosen field of interest, as well as provide an opportunity for these students to apply their academic knowledge in real-life scenarios. More information on each specific organization can be found below.

AMERICAN CHORAL DIRECTORS ASSOCIATION

The Millersville Collegiate Chapter of the American Choral Directors Association (ACDA) is an organization that inspires excellence in choral music through education, performance, composition, and advocacy. It's designed to provide its members with a supportive environment and opportunities for professional development for students interested in choral music education.

ACDA fosters and promotes choral singing, which will provide artistic, cultural, and spiritual experiences for the participants; the finest types of choral music to make these experiences possible; rehearsal procedures conducive to attaining the highest possible level of musicianship and artistic performance; the organization and development of choral groups of all types in schools and colleges, the development of choral music in places of worship, the development of choral societies in cities and communities, understanding of choral music as an important medium of contemporary artistic expression, significant research in the field of choral music, choral composition of superior quality, to cooperate with all organizations dedicated to the development of musical culture in America.

Further information on ACDA can be found on their GetInvolved page. Please reach out to Dr. Jeffrey Gemmell (jeffery.gemmell@millersville.edu) for any questions.

MARAUDER MUSIC

Marauder Music (MM) is a student group that produces and promotes independent musicians and artists across the Millersville University Campus. Activities include planning concerts, recording artists, managing and promoting musicians, and providing students with professional connections and experience in the music industry.

Further information on Marauder Music can be found on their GetInvolved page. Please reach out to Dr. Barry Atticks (barry.atticks@millersville.edu) for any questions.

MUSIC PERFORMANCE ASSOCIATION

The Music Performance Association (MPA) aims to help students improve their performance skills. Repertoire choice, posture, presence, and expression are all topics of interest and evaluation. Sessions are often held where students can perform a piece of their choice and earn



feedback from their peers to help improve their performance skills. MPA is devoted to creating the best environment for the organization members to share their musical thoughts and talents.

Further information on MPA can be found by contacting Professor Brandon Martinez (brandon.martinez@millersville.edu).

NATIONAL ASSOCIATION FOR MUSIC EDUCATORS

The Tell School of Music's Collegiate Chapter 92 of the National Association for Music Education (NAfME) is designed to provide its members with a supportive environment and opportunities for professional development within the field of Music Education.

NAfME acquaints students with the privileges and responsibilities of the Music Education profession, as well as with leaders in the Music Education profession through participation in programs, demonstrations, discussions, and performing groups planned by Chapter 92, the PMEA, and the NAfME.

Additionally, this organization assists the Tell School of Music at Millersville University in various projects throughout the year while encouraging students to embrace artistry and take advantage of the opportunities presented. The Executive Board of NAfME, Chapter 92, creates a welcoming and supportive environment for aspiring music educators.

Further information on NAfME can be found on their GetInvolved page. Please reach out to Dr. Joseph Cernuto (joseph.cernuto@millersville.edu) for any questions.

BUILDING RESOURCES

Please see the following list of various building resources to assist you during your time at the Tell School of Music.

LOCKER SIGN-OUT

Please see the process below for students wishing to sign out a locker for the school year.

1. Email music.assistant@millersville.edu and request a locker. Please state the purpose of the locker, M number, and why the student is requesting a locker. Please note that the purpose for a locker should be music or department related.
2. If there are any available lockers, the music assistants will either approve or deny your request (in most cases, they will be approved). They will send you a sign-out contract through a 3rd party website called "DocHub"
3. Complete and return the contract. The assistants will then file your contract and provide you with the location, lock, and combination for your locker



Lockers are meant to be used for their requested purposes. In most cases, this means storing your instrument, books, etc. Students who are found to be utilizing their locker for reasons that are not deemed appropriate may be in breach of their contract, resulting in a loss of their locker privileges.

Locker sign-outs span for one academic school year. Students must clear out their lockers before the last week of school. An email will be sent out with more specific information prior to the end of any academic year. Students may sign out a new locker at the beginning of the following school year.

INSTRUMENT SIGN-OUT

For students looking to sign out an instrument during the school year (i.e., for a class, ensemble, etc.), the process can be found below.

1. Email music.assistant@millersville.edu stating what instrument you would like to sign out, the purpose for the sign-out, and M number. Please note that the purpose for a instrument sign-out should be music or department related.
2. The music assistants will either approve or deny your request (in most cases, they will be approved). They will send you a sign-out contract through a 3rd party website called "DocHub"
3. Complete and return the contract. The assistants will then file your contract and provide you with information on picking up the instrument

Summer Sign-outs: Students wishing to sign out an instrument over the summer must first receive written permission from a professor of that instrument before requesting to sign out the instrument. For example, a student wishing to sign out a trombone over the summer must meet and receive written approval from a trombone studio professor. This can be satisfied if the professor emails the music assistants with their approval. The rest of the process for sign-out is the same.

Failure to return an instrument before the end of your contracted sign-out time will result in a monetary fine of up to the total price of the instrument's value. Instrument sign-outs are good for one academic year.

Damages and Repairs: The department is aware that some of the instruments in our catalog are becoming older. In case of damage or need-for-repairs, the department will review on a case-by-case basis whether or not the student is responsible for paying damage fees.

If damage occurs to an instrument that is truly not the student's fault (i.e., breakage due to age of the instrument), the student will, in most cases, not be held liable for damages. However, if a student is negligent towards their instrument and damages occur, the student will be deemed responsible for the damage and must reimburse the school for damage fees.



ROOM RESERVATIONS

For students who wish to sign-out or request a room, please reach out to the Department Secretary.

Please include the following information:

1. The student's M number
2. The room that I would like to be reserved
3. Date and time for requested reservation
4. Purpose for room reservation

RECITAL DATE SIGN-UP

For students wishing to sign up for their studio recital, please reach out to the Department Secretary.

Please include the following information:

1. The student's M number
2. Available dates and times that work for the performer(s) (Please check out the Recital Sign-Up Sheet listed outside the Music Office)
3. Written approval from the studio professor

PROGRAM PRINT-OUTS

For students who need program print-outs for their recitals, please reach out to the music assistant team at (music.assistant@millersville.edu).

Please include the following information:

1. Please indicate whether the program must be printed or formatted
2. Number of copies requested (40 is the standard for student recitals)
3. Requested color of paper

RECITAL HOUR SIGN-UP

For students who would like to sign up for a slot during the department's weekly recital hour, please reach out to Brandon Martinez (brandon.martinez@millersville.edu) or register through the sign-up link on the student portal.



BUILDING MAP

Please refer to the following page for a campus map of Millersville University and a map of the Visual Winter Performing Arts Center.

[Map of Campus and Building Map](#)

COURSE REGISTRATION ASSISTANCE

For students who need help registering for courses or ensembles, please contact the Department Secretary.

Please include the following information:

1. Name and M number
2. CRN's for the courses needed to be added/dropped
3. Purpose for Registration

For further questions, please reach out to the Department Secretary or your academic advisor.

STUDENT RESOURCES

STUDENT ACTIVITIES

Below are resource links and descriptions of how students can become more involved on campus.

[Campus Organizations](#)

Students are encouraged to participate in at least one organization or student activity. Playing on a team, joining a club, participating in a musical group, or contributing your talents in another way to a meaningful action can be an important addition to your total educational experience. It also makes college fun and is an excellent way to develop friendships.

[Intercollegiate Athletics](#)

The athletic departments at Millersville University believe that athletic competitions are a desirable and integral part of the educational process for students. All students are encouraged to try out for university athletic teams at the varsity level. Students who are interested in trying out should contact the appropriate head coach for information or watch for announcements posted in the University gymnasiums. Spectators may obtain seasonal schedules for sports in the appropriate men's or women's athletic offices or call the ticket office (871-5522).

[Intramural Sports](#)

The intramural program is designed to allow every student, faculty, and staff member at Millersville to participate in sports as regularly as their interests, abilities, and time permit. Each



student is encouraged to select one or more sports activities to improve and maintain physical well-being. Competition is organized on a team and individual basis. Teams may represent fraternities, sororities, residence halls, clubs, and independents. Ability is unimportant; the basic requisite is a sincere desire to participate.

[Student Memorial Center \(SMC\)](#)

Much of the social life on campus centers on the Student Memorial Center (SMC) across from Gordinier Dining Hall on South George Street. The recently expanded/renovated facility offers much to students and the Millersville University community.

GRIEVANCE PROCEDURE

Millersville University is firmly committed to equality in opportunity for all its staff and students. A vital part of this endeavor is providing a mechanism whereby students with legitimate discrimination complaints may seek redress.

Students who believe that they have been discriminated against based on race, color, religion, natural origin, ancestry, sex, age, or disabled status in admission or access to, or employment in its program and activities should contact the Office of Social Equity & Diversity, Delaware House, ext. 3787 for assistance. This office is committed to reviewing, investigating, and responding to all complaints relating to discrimination and harassment of other lifestyles. The complaints should pertain to violations of the Pennsylvania Human Relations Act, the Pennsylvania Fair Educational Opportunity Act as amended, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975 as amended, the Americans with Disabilities Act of 1990, and/or appropriate state or Federal Executive Orders or Acts.

STUDENT COMPLAIN PROCEDURES

When students believe problems they have had at the University have not been addressed adequately, they can bring the matters to the attention of the appropriate University personnel. When doing so, a student should first contact the person or faculty member whose decision/action is their cause for concern. Suppose the student does not believe the matter has been resolved at that level. In that case, the student can then proceed to speak with a staff member's immediate supervisor or a faculty member's academic department chairperson.

ACADEMIC SERVICES

ACADEMIC SERVICES

[Academic Advisement](#)

Office of Academic Advisement: Located in Lyle Hall, Suite E (second floor), this office coordinates advising for all students in conjunction with academic departments and provides services for students who have not declared an academic major. Students experiencing



difficulties achieving their educational goals or those in a non-degree program are provided specialized academic advisement and counseling.

[Foreign Language Media Center](#)

The Center is a service provided to MU students to study foreign languages. Located at the newly renovated McComsey Hall, the center features a state-of-the-art instructional digital language lab (Tandberg Prisma Multimedia Learning Center) with 30 student stations.

[Helen A. Ganser Library](#)

The library opened in 1967 and was named for Helen A. Ganser, head librarian from 1911 to 1952. The library faculty and staff have organized a varied collection of materials and encouraged all University community members and interested community residents to use its facilities and services. The library provides access to over a half million books and 30,000 periodical titles.

[Information Technology](#)

Information Technology (IT) is the central division that supports computing and communication services across the Millersville University campus. It provides the products and services you will use daily to complete tasks related to your studies or your jobs.

[Learning Services](#)

Office of Learning Services: Located on the 3rd floor of Lyle Hall. This office provides services for students with learning and physical disabilities and coordinates peer tutoring on campus. Arrangements for tutoring services are made by contacting the Tutoring Center at 717-871-2420. The Tutoring Center, located at 118 Lyle Hall, also provides specialized workshops in time management, note-taking, organization, critical thinking, and study skills.

[Registrar](#)

Located in Lyle Hall, the registrar and staff members help students with class registration and also maintain student records (both academic and personal), issue official transcripts, determine student's academic standing (dismissal, probation), monitor other recognitions (dean's list, etc.), evaluate students' transfer credits from other colleges and universities, and process all the necessary information for student withdrawals, requests for leaves of absence, and name, address or schedule changes.

[Scholars Program](#)

Formerly the AIM for Success Program, this academic enrichment program is designed to open the doors of higher education to students who otherwise would not be admitted due to their standardized test scores (SAT I or ACT) and/or their high school grades.

CAMPUS SERVICES

[Shuttle Service](#)



Millersville University students can ride the local RRTA (Red Rose Transit Authority) with a valid ID. In addition, they travel throughout Lancaster County for a nominal transfer zone charge. The buses run seven days a week, stopping at several housing complexes in the surrounding area, local shopping centers, the train station, and several key points on campus.

[Career Services](#)

Students who are undecided about an academic major, curious about occupational options, or ready to learn job skills should contact the Career Services office. Located in Lyle Hall, Career Services encourages students to begin exploring career development in their first year.

[Costume Rental Shop](#)

Millersville University's Costume Rental Shop provides costumes for individuals, groups, and organizations on and off campus. The shop maintains an extensive collection of more than 12,000 theatrical costumes representing periods from the Renaissance to the present, many specialty costumes such as holiday, storybook, and fantasy characters.

[Counseling Services](#)

Counseling services are offered by the Center for Counseling and Human Development. All services are provided free to Millersville University students to enhance their individual potential.

[Dining Services](#)

Dining Services is committed to serving the university community with variety and quality services to suit our customer's needs and dietary requirements. Services are provided at two buffet-style dining halls and eight campus retail operations.

[Financial Aid](#)

The Office of Financial Aid assists students in applying for grants, scholarships, loans, and campus employment.

[Club de'Ville](#)

The Club de'Ville is equipped with two billiard tables. The Club de 'Ville provides entertainment for the campus community on evenings and weekends.

[Internships & Civic Engagement Services](#)

The ICES provides the opportunity for students to "experience the link to success." This can be done through internships, cooperative education (co-ops), community service, and/or service-learning. These programs let you apply what you learn on campus to a non-academic environment.

[University Police](#)

The purpose of the Millersville University Police Department is to provide a safe and secure environment for all members of the campus community. The University Police Department is located at Lebanon House, 237 North George Street, with the main entrance on the lower level



of the rear of the building. The office is handicapped accessible. Staff members are on duty for campus protection and service 24 hours a day, 365 days a year.

[Title IX](#)

STUDENT LINGO

Many terms and acronyms are used with the Tell School of Music and Millersville University. Below are a lot of helpful terms that are commonplace within the Tell School of Music.

DARs – Degree Audit Report – The DAR holds all students' academic information. This includes credits, classes taken, classes that needed to be taken, academic advisors, Degree Progress Indicators, and more. Please see the chapter referring to the DAR (or DARs) for further information

WVPAC (VPAC) – The Dr. Charles R. and Anita B. Winter Visual and Performing Arts Center – The VPAC is the main building that students have classes in. It is also commonly referred to as the Winter Center. The address is 60 West Cottage Ave, Millersville, PA, 17551.

Biems – Biemesderfer Concert Hall – Biemesderfer Concert Hall is one of four concert halls within the Winter Center. It is typically used for orchestra, vocal, or concert band performances. We can change the room's acoustic makeup, creating a multipurpose space.

Common Hour – Common Hour is a campus-wide hour in which classes should NOT be running (in some cases, some classes do run, but these are all unusual cases). It is from 12:00 to 1:00 pm.

Studio A – John F. Steinman Foundation Recording Suite (Room 102) – Studio A is the largest of three studios within the VPAC. It features a large live room, a mixing room, and a vocal booth. The studio can record performances in Murley, Biems, and Clair Hall.

Solfege Room – Room 202 – This is an acronym for Room 202, which is upstairs and to the left of the Music Office. Typically, Solfege and theory classes are taught in this room, named “the Solfege Room.”

The Dance Studio – Room 225 – The Dance Studio is a large multi-purpose room used by Voice Studios, dance groups, professors for classes, and more. It was initially a Dance Studio but has been utilized primarily as a classroom.

ACDA – American Choral Directors Association – The ACDA is an organization that promotes excellence in choral music. The Tell School of Music holds a chapter that aims to explore the in-depth of choral education in all facets.



MM – Marauder Music – Marauder Music serves as the professional organization for those pursuing a degree in Music Industry. They typically focus on integrating outside guests, resources, and events within the Millersville Community. They have hosted the annual FestiVille concert in the past.

NAfME – National Association for Music Education – NAfME serves as the professional organization for those pursuing a degree in Music Education. They primarily focus on bringing in speakers, hosting workshops, and providing experience opportunities for future educators!

MPA – Music Performance Association – MPA is the BA in Performance professional organization promoting performance excellence.

GSS – Glorious Sounds of the Seasons – Glorious Sounds of the Seasons is a large-scale production by the Music Department each December. It features many ensembles, groups, and performers in a continuously moving fashion. It acts as a significant fundraiser for scholarships.

