INTRODUCTION
Information contained here supplements the contents of the Bulletin of Wake Forest College, and does not supersede any Bulletin contents. Please read this material thoroughly and address any questions to the Music Office, M309 Scales Fine Arts Center.

The Department of Music encourages you to participate in music while at Wake Forest in many different ways:
- major in music performance
- major in music in liberal arts
- minor in music
- enroll in ensembles, private or class instruction, or classroom courses as a non-music major or minor

ADVISING
All first- and second-year students
- are assigned a lower-division adviser on campus
- students considering a major or minor in music should consult the chair of the Department of Music during each advisement period

Junior and senior majors and minors
- are advised by the chair of the Department of Music

DECLARING A MAJOR OR MINOR
Students wishing to major or minor in music must contact the departmental chair during or before the spring term of their sophomore year in accordance with the Registrar's calendar of dates. Students declaring a major in music performance must take an audition in order to be admitted.

Students wishing to minor in music declare their minor by completing a Minor Declaration Change form, which is posted on the Registrar's website. Students must make any desired major or minor changes no later than two weeks prior to the designated advising period in order to guarantee registration during the major/minor sessions.

Students should discuss with the Chair any plans to major or minor as soon as they become Wake Forest students (see “Advising” above).

ENSEMBLES
Numerous ensembles are open to all Wake Forest students; most are subject to audition:
- University Orchestra, a symphonic ensemble (Hagy)
- Wind Ensemble, a select wind ensemble (Bowen and Robinson)
• **Concert Choir**, a touring choir numbering approximately 45 (Gorelick)
• **Collegium Musicum**, an early music vocal and instrumental ensemble (Carter and Gorelick)
• **Jazz Ensemble**, a "big band" format (Bowen, Robinson, and Meachum)
• **Chamber Ensembles**, (K. Levy, Hagy, Bowen, Carrasco, Sadak)
• **Demon Deacon Marching Band**, a large marching ensemble (Bowen and Robinson)
• **Gamelan Ensemble** (Clendinning)

All ensembles are offered for one hour. Interested students should contact the conductor of the ensemble about participating. Information is also listed in the headnotes of the "Music" section of each term’s course schedule.

Music majors, while required to participate in ensembles for only four semesters (music performance majors) or three semesters (music in liberal arts majors), are strongly advised to participate every semester. Music minors, required to participate for only two semesters, are urged to participate in ensembles every semester that they study music. Specific ensemble requirements for majors and minors are stated in the *Bulletin of Wake Forest College*.

**FACILITIES**

All music instruction, with the exception of organ and carillon lessons, takes place in the Music Wing of the Scales Fine Arts Center. Organ and carillon lessons take place in Wait Chapel.

**3rd Floor**
- Piano/Computer Lab M302
- Chamber Ens. Rehearsal Room M305
- Lecture Rooms M306, M307 and M308
- Music Office M309
- Listening Library M311

**2nd Floor**
- Instrumental Rehearsal Hall M201
- Brendle Recital Hall M202
- Organ Practice Room M205
- Pugh Choral Rehearsal Hall M208

**1st Floor**
- Practice Rooms A-W
- Band Office M105

**Listening Library Hours**
- M W F 9:00 am – 5:00 pm
- T R 9:00 am – 7:00 pm

The Listening Library is available for study and listening to all Wake Forest students, faculty and staff, with preference given (when overcrowding occurs) to students taking music courses.

If you need assistance in the Listening Library, or desire information about reserving a room in the Music Wing, please consult the Media Coordinator in M309 or a student on duty in M311.

**Practice Rooms (A-W)**

Most practice rooms are open to all Wake Forest students; others are available only to authorized students. Piano students currently enrolled in Individual Instruction may obtain a key to locked practice rooms with a refundable $20 deposit in the Music Office, M309. Unauthorized use of practice rooms is a serious offense that will be prosecuted via the Honor System.

**Piano Computer Lab** (M302)

The computer lab provides tools to students and faculty who wish to explore composition and sound manipulation using new technology, resources for ear training and keyboard proficiency, use of interactive CD-ROMs, and electronic keyboards. Access is by key card entry only, and may be obtained by sending an email to Ryan McCollum (mccollur@wfu.edu).

**SECURITY**

Large numbers of people are in and out of the Music Wing during the week and on weekends. Please consider carefully the following security measures:

- Keep valuable possessions with you
- Avoid isolated places in the building when you are alone
- Emergency phone locations in the Music Wing:
  - Listening Library – M311
  - Music Lab – M302
  - First floor hallway – adjacent to Practice Room J

**INDIVIDUAL INSTRUCTION (FEES)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Fee per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 161</td>
<td>.5 hr</td>
<td>$300</td>
</tr>
<tr>
<td>MUSIC 162</td>
<td>1 hr</td>
<td>$600</td>
</tr>
<tr>
<td>MUSIC 262</td>
<td>1.5 hr</td>
<td>$600</td>
</tr>
<tr>
<td>MUSIC 362/363</td>
<td>3 hr</td>
<td>$600</td>
</tr>
</tbody>
</table>

- Students will be billed by the Financial and Accounting Service's Office shortly after the beginning of the semester.
- Fees are paid to the Financial and Accounting Services Office.
• Students cannot be charged more than $600 in Individual Instruction fees in a given semester.
• Students who drop an Individual Instruction course must follow Registrar’s Office drop procedures.
• Students must inform the Department of Music Administrative Coordinator of his/her intention to drop an Individual Instruction course in order to receive any refund.
• Students who drop an Individual Instruction course will receive refunds per the Refund of Charges Policy in the 2015-2016 Bulletin of Wake Forest College.
• Additional information is also listed in the headnotes of the “Music” section of each term’s course schedule.

MAKE-UP LESSONS
Lessons cancelled by a faculty member will be made up at a time mutually agreed upon between the instructor and the student. Lessons missed by the student may or may not be made up at the discretion of the instructor.

INSTRUMENTS
The Department of Music will attempt to furnish instruments for those participating in ensembles, or other enrolled students needing them. When the department is not able to provide them, the Music Office will provide information to students about renting instruments from a local music store.

JURIES
Music performance majors are required to take a departmental jury in their area of private study each semester, normally during the last week of classes or during the examination period. Music minors and other students taking Individual Instruction may be asked by his/her instructor to take a departmental jury.
By mid-semester, each instructor and student should have a clear understanding of jury requirements for that term. It is the student’s responsibility to complete and email a typed Jury Form to his/her instructor for approval at least two full weeks before the earliest jury date. The form is available on the departmental website (www.college.wfu.edu/music). A schedule will be posted outside the Music Office (M309) the week before juries are held.

Individual Instruction faculty may require a studio jury for their own students.

THE MAJOR IN MUSIC IN LIBERAL ARTS
Students who declare a major in music in liberal arts must pass a performance proficiency exam before graduation.

Consult the department chair for information on this examination.

THE MAJOR IN MUSIC PERFORMANCE
Students planning to declare a major in music performance must first pass an audition, typically at the end of the fourth semester. During the student’s first, or early in the second year at Wake Forest, they should review the requirements for the audition, as specified in the Bulletin of Wake Forest College.
• Students who audition are required to (1) demonstrate technical skill when appropriate to the instrument, (2) perform standard repertoire, and (3) sight-read. All three of these areas must be deemed strong enough by a majority vote of the faculty for the student to be accepted as a major in music performance.

Procedure:
• Prior to mid-term of the semester the audition is to take place, the student and instructor will reach agreement on the specific requirements for the audition, and the instructor will immediately inform the Administrative Coordinator that the student will be performing an audition that semester. If an audition time other than at the end of the semester is desired, it will be a special arrangement, requested through the Chair of the Department.
• At least three weeks prior to the audition, the student should request an official transcript from the Registrar’s Office and have it sent directly to the Administrative Coordinator.
• It is the student’s responsibility to complete and email a typed Music Major Application Form to his/her instructor for approval at least two full weeks before the earliest audition date. The form is available on the departmental website (www.college.wfu.edu/music).
• A schedule will be posted outside the Music Office (M309) the week before juries are held.

CAUTION – Failure to comply with the procedure and Bulletin will jeopardize the student’s eligibility to audition, and possibly also the success of the audition.

SENIOR RECITALS AND PROJECTS
Majors in music performance are required to perform a recital in their senior year. Majors in music in liberal arts must complete a senior project. Early in their third year, music performance and music in liberal arts majors should obtain a copy of the guidelines for the Senior Recital and Senior Project, available in the departmental office and in Sakai. It is the responsibility of the student to meet all the
requirements and deadlines outlined in the handout in order to complete a senior recital or senior project.

**RECITAL ATTENDANCE**
The Department of Music sponsors numerous musical events each year. A calendar of events is available in the Music Office.

The Music faculty considers the attendance of live performances to be essential to a musical education. Therefore music majors and minors are required to register for Music 100, a zero-hour, pass-fail course. This course is completed by attending a specified number of designated events (12) which are announced at the beginning of each semester. A Music 100 information sheet and schedule of approved events is available in the Music Office, and in Sakai, once you have registered.

**Music 100 requirements:**
- Music Performance and Music in Liberal Arts Majors: four semesters
- Music Minors: three semesters

**REPERTORY HOUR**
Repertory hour is a forum for students and faculty to hear student music performances. The performances are open to the public.
- Repertory Hours are held in Brendle Recital Hall. Please check the Music website for specific dates and times.
- Declared and prospective performance majors are required to perform at least one time each semester
- Repertory Hour Request forms are completed by the instructor and submitted to the Repertory Hour Coordinator (Mrs. Levy) by the Thursday preceding the event. The forms must be typed, and are available on the departmental website ([www.college.wfu.edu/music](http://www.college.wfu.edu/music)).

**SCHEDULING AN EVENT ON THE DEPARTMENTAL CALENDAR**
- Secure the approval of your instructor and/or the Department Chair for your event
- See the Administrative Assistant regarding available dates on the departmental calendar and in Brendle Recital Hall. Please note that the instructor will officially book the date and time with the manager of Brendle Recital Hall.
- As concerns senior recitals, both of the above should be done at least six months prior to the event.

**REHEARSAL TIME IN BRENDLE RECITAL HALL FOR DEPARTMENTAL EVENTS**
Reservations for student rehearsal time in Brendle Recital Hall must be made by a Department of Music faculty member.

**Guidelines:**
- Senior recital: up to four hours of rehearsal time
- Jury: up to two hours of rehearsal time
- Repertory hour: up to one hour of rehearsal time

Faculty members wishing to reserve time should first check the on-line Brendle calendar for availability and then email Jay Lawson at lawsonj@wfu.edu with the request. Jay will verify and make the reservation, then confirm it with the faculty member by email.

**HONORS IN MUSIC**
Highly qualified majors may be invited by the music faculty to apply for admission to the honors program in music. See further details in the *Bulletin of Wake Forest College*. Those students nominated for Honors in Music will be given a copy of the guidelines for Senior Honors Recital and Senior Honors Project. It is also available in the departmental office and on the music website ([www.college.wfu.edu/music](http://www.college.wfu.edu/music)). It is the responsibility of the student to meet all the requirements and deadlines outlined in the handout in order to complete a senior honors recital or senior honors project.

**INTERNSHIP (MUS 279)**
Any student with a Wake Forest GPA of 2.75 or higher wishing to initiate an internship must propose one, pre-approved by the faculty internship director and the on-site supervisor, to the chair by December 1 for a spring proposal or April 30 for a summer or fall proposal. The internship consists of both academic and on-the-job learning components. Thirty on-site contact-hours are required per credit hour.

**INDEPENDENT STUDY (MUS 298)**
Any student with a Wake Forest GPA of 2.75 or higher wishing to take MUS 298 for 1-3 hours must propose a course of study, in collaboration with the proposed instructor, to the chair for departmental approval. The proposal, equivalent to a detailed syllabus in content, should reach the chair’s desk by December 1 for a spring proposal or April 30 for a summer or fall proposal. These deadlines are firm.
PRIZES AND SCHOLARSHIPS
The Department of Music offers the following scholarships and prizes for both new and continuing students (preference is given to music majors and minors). In order to be eligible for scholarships, all required financial aid paperwork must be on file in the Financial Aid Office.

- The Thane Edward McDonald and Marie Dayton McDonald Scholarship
- The Joseph Pleasant and Marguerite Nutt Sloan Scholarship
- The Maria Thornton and Miriam Carlyle Willis Scholarship
- The M. Elizabeth Harris Scholarship
- Need-based arts scholarships
- The Boteler Prize – The Louise Cochrane Boteler Prize for the Pursuit of Excellence in Music is awarded each spring to an outstanding student in the Department of Music. A rising sophomore, junior or senior majoring or minoring in music is awarded this cash prize to be used to further his or her study of music.
- The Christian Cappelluti Prize – The Christian Cappelluti Prize is awarded to students demonstrating outstanding musical merit and promise. A faculty member may nominate students at any level, including incoming freshmen, with awards made after a vote of the full music faculty. The award is named in memory of Wake Forest graduate Christian Cappelluti (’97) who died unexpectedly at the age of 22.

For additional information about departmental scholarships, please contact Dr. Hagy, chair of the Scholarship Committee.

COMPETITIONS
The Christopher Giles and Lucille S. Harris Competitions in Musical Performance have been held annually each spring since 1978.

- Cash prizes are awarded.
- All entrants must compete on the instrument or voice in which they are currently receiving Individual Instruction at Wake Forest.
- Information sheets are posted throughout the building and on the bulletin board outside the Music Office.
- Additional information may be obtained by contacting the director:
  Prof. Richard Heard M318 ext. 5372
  Kris Frantz M309 ext. 5026

Concerto Competition
Members of the Music Department and/or Orchestra are invited to audition for the opportunity to play as a soloist with the Wake Forest Orchestra. Auditions are held in late October or early November and repertoire must be approved in advance by the conductor of the Orchestra. Winners perform in concert in the spring semester.

STUDENT ASSISTANTS
The Department of Music hires several Federal Work Study students each semester. Responsibilities include:

- Working in the Music Office
- Staffing the Music Listening Library on selected weekday evenings
- Ushering at departmental events in Brendle Recital Hall
- Providing technical assistance in Brendle Recital Hall

Interested students may contact the Administrative Coordinator in the Music Office during the semester before they wish to work. Those interested in a technical position in Brendle should contact Jay Lawson, Technical Manager of Brendle Recital Hall.

COPYRIGHTS
The Listening Library, M311, holds one archival copy of every recital or concert presented by the department. Musical works contained on these recordings may be subject to copyright. Use of recordings is subject to copyright law and WFU policies and procedures.

LOCKERS
All students who are taking a music course, Individual Instruction, or participating in an ensemble are eligible for a locker. Please see Dr. Bowen (M105A) for a locker assignment. Storage space for personal equipment and instruments used in for-credit music instruction is available.

FACULTY OFFICE HOURS
All regular music faculty can be contacted directly to arrange a student conference. The Administrative Coordinator (M315) has copies of faculty schedules. Adjunct instructors may be contacted by email.

MESSAGES AND MAIL
Important information is conveyed to students via the Music bulletin board adjacent to the Music Office and the music student listserv. Instructions for subscribing to the listserv are kept in the document holder outside the Music Office.

The department assumes that all students enrolled in music courses read information posted on the bulletin board on a regular basis. Mail to faculty may be placed in the mailboxes behind the door in the Music Office.
CARILLON
Students interested in becoming carillon interns should contact the departmental Administrative Coordinator, who will then contact the University Carillonneur.

DEPARTMENT OF MUSIC CONTACTS:
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