

Middle Tennessee State University
School of Music
Faculty and Student Handbook
2026-2027

Middle Tennessee State University is an accredited institutional member of the National Association of Schools of Music.

The university catalog is the official listing of all university requirements. This handbook is intended to amplify and clarify School of Music policies. It is the responsibility of each student and faculty member to carefully read this manual in its entirety. Please see <https://www.mtsu.edu/policies/> for additional information.

September 21, 2026

TABLE OF CONTENTS

MTSU School of Music Faculty and Student Handbook

Mission Statement	4
General Information	4
Office	4
Emergency Contact.....	4
Lost and Found	4
Personnel	4
Administration	4
Staff.....	5
Other Leadership in the School of Music.....	7
Facilities	8
Location	8
Hours	8
Workroom	8
Piano Policies and Care	9
Practice Room and Classroom Requests.....	9
Hinton Hall Facility Requests	9
MTSU Events.....	10
Faculty Studio Recitals with Non-MTSU Students	10
Community Groups	10
Outside Groups and Performers.....	11
Other Building Spaces	11
Academic Issues	11
Registration and Withdrawal	11
Permits	12
Class Attendance.....	12
Plagiarism and AI.....	12
Student Success Center.....	12
CARE Report	13
Instrument Rental Keys and Lockers	13
Instrumental Lockers.....	13
Practice Room Keys.....	14
Instrument Insurance.....	14
Instrument Check-Out Policies.....	14
Performance Opportunities	15
Music Events Calendar.....	15
Student Recital Hour	15
Scheduling Degree Recitals	15
Faculty and Ensemble Performances	15
Student Performances for Pay Through the School of Music	16
Performances for Pay Outside the School of Music	16

Marketing	16
Applied Studio Policies	17
General	17
Juries	17
Senior Recital Audition Hearing and Performance	18
Application to Upper Division	18
Courses in Applied Music	18
Accompanying Policies	19
Accompanist Request Forms	19
Staff Pianists	19
Contact.....	19
General Guidelines	20
Communication.....	20
Cancellations and Attendance	21
Important Information for Vocal Students	21
Class Piano	22
Overview	22
Placement Information	22
Testing Out	22
Academic Policies	23
Admission Requirements	23
Bachelor of Music Degree	23
Bachelor of Arts Degree.....	23
Transfer Students	23
Recital Hour	24
Applied Area Studio Class	24
Music Ensembles	24
Student Opportunities	25
School of Music Advisory Box	25
Student Professional Fund.....	25
CLA Microgrant Emergency Fund.....	25
URECA Grants	26
Student Organizations	26
Musician's Health	27

MISSION STATEMENT

The mission of the Middle Tennessee State University School of Music is to:

- ***Foster*** the development of critical thinkers, lifelong learners, and champions of music and the arts through meaningful experiences in the classroom, community, and on stage.
- ***Cultivate*** an environment that prioritizes individual expression, creative discovery, well-being, and belonging.
- ***Elevate*** relationships beyond the School of Music to contribute positively to the world around us.

GENERAL INFORMATION

Office

The main office of the School of Music is located in Wright Music Building, Room 150. Office hours are Monday through Friday, 8:00 AM to 4:30 P.M., and may be reached by calling 615.898.2469.

Emergency Contact

For emergencies after hours, please contact 615-898-2424. For any other issues outside of business hours, please email ronald.click@mtsu.edu.

Lost and Found

Lost and found articles should be reported and turned into the departmental office, WMB 150. Items left in practice rooms or classrooms are brought to the office by the custodial staff where they are held until they are claimed.

PERSONNEL

Administration

Dr. Jennifer Snodgrass, Director of School of Music
jennifer.snodgrass@mtsu.edu

Provides administrative leadership for the School of Music, managing daily operations, personnel oversight, and budget coordination while ensuring compliance with NASM accreditation standards. Works with upper administration and faculty to facilitate strategic planning and initiatives to promote student recruitment and success. Represents the School of Music as a dedicated advocate for the arts across campus and within the community, including fostering relationships with potential donors and MTSU alumni.

Dr. Chris Combest, Associate Director of School of Music

chris.combest@mtsu.edu

Focus Area: Development, Wellness, and Community in the School of Music

Leads initiatives that support pre-tenure faculty through structured mentoring and professional development; coordinates student wellness programs and community-building efforts; oversees School of Music storytelling, digital engagement, and web presence; contributes to internal communications, including a weekly newsletter; supports recruitment efforts for the School of Music; and works to foster a connected, inclusive environment for students, faculty, and staff.

Dr. Will Perkins, Assistant Director of School of Music

william.perkins@mtsu.edu

Focus Area: Student Recruitment, Assessment, Development, and Special Events

Oversees SACSCOC and NASM assessment reporting to ensure accreditation compliance; collaborates with the Director to refine Student Learning Outcomes and drive continuous improvement; chairs the Special Events Committee and leads conversations regarding major recruitment initiatives, including Music Monday and audition days; partners with Admissions to set enrollment and yield goals; and represents the School of Music at donor events and capital campaign activities

Dr. Jamila L. McWhirter, Director of Graduate Studies

Jamila.McWhirter@mtsu.edu

Serves as the primary liaison between graduate students, graduate faculty, and the College of Graduate Studies. Ensures compliance with graduate school policies, including the coordination of the application review process, committee review, and communication with graduate school applicants including acceptance notification. Administers diagnostic admission testing, graduate orientation, and graduate teaching assistant expectations. Oversees graduate teaching assistant allocations and committee review, including graduate teaching assistant notification contracts. Serves as graduate student advisor, monitoring student milestones, candidacy completion requirements, connects students with faculty and resources, and submits required forms to certify degree requirements. Evaluates and maintains academic program offerings and approval process of graduate faculty status in accordance with the College of Graduate Studies requirements.

Staff

Mark Britt, Piano Technician

Mark.Britt@mtsu.edu

- The Piano Technician is a key member of the MTSU School of Music Staff, performing regular tuning, voicing, regulation, repair, and rebuilding of the 60+ pianos at this notable All-Steinway School.
- Maintains the pianos of the School of Music, School of Theatre, School of Dance, and Monohan Living-Learning Residence.
- Readily available for consultation with faculty, students, and guest artists regarding pianos and concert preparation.

Chris Click, Music Manager

Ronald.Click@mtsu.edu

- Oversees all facility requests by both staff and faculty, including scheduling of Hinton Hall and any facility/building related issues
- Oversees all student tech workers and training for student tech workers
- Oversees all instrument check-in/out processes
- Oversees all class scheduling, including rooms and overall times
- Works with faculty to collect student attendance information for recital hour

Debi Goodwin, Budget Manager

Debra.Goodwin@mtsu.edu

- Works directly with Director of School of Music regarding operational budget
- Completes all contracts needed for hiring of faculty, graduate students and guest artists
- Oversees all faculty travel issues
- Orders all supplies and technology as approved
- Provides permits for current students each semester during registration
- Manages catering for the School of Music events.

Angela Satterfield, Coordinator of Admissions and Student Records

Angela.Satterfield@mtsu.edu

- First point of contact for the departmental phone (615-898-2469) and email (AskMusic@mtsu.edu)
- Provides departmental tours for prospective students and their families when requested
- Main point of contact for audition days and other special events with the School of Music
- Maintains all records for students applying to MTSU School of Music and maintains contact with all prospective students
- Provides permits as needed for incoming freshman and transfer students
- Creates content for School of Music Instagram
- Collects bios and syllabi from faculty members each year
- Works directly with marketing for promotional materials
- Maintains key inventory and all locker assignments

Jen Stembridge, Coordinator of Bands

Jen.Stembridge@mtsu.edu

- Serve as staff coordinator for university bands, overseeing daily operations of the band office including budget, purchasing, staffing, and program logistics
- Determine and meet the needs of athletic bands related to uniforms, travel, meals, and equipment
- Hire and monitor contract employees
- Arrange catering for home game days
- Travel with marching band to all away games and assist faculty as requested
- Work with faculty on graduate student responsibilities and student leadership stipends
- Balance budgets across all band indexes and recommend and process all program spending, ensuring compliance with university policy
- Handle year-end reimbursements and coordinate with the budget office on new expense eligibility

- Oversee all aspects of the Contest of Champions, working with the contest board to align with Tennessee Band Masters Association rules
- Coordinate logistics with outside entities and supervise all MTSU faculty and student involvement
- Build sponsorships and alumni support (including True Blue Give) to offset costs

Other Leadership in the School of Music

- Coordinator of Scholarships and Application Systems, Chris Dye christopher.dye@mtsu.edu
- Coordinator of Collaborative Piano, Gyuhee Kim gyuhee.kim@mtsu.edu
- Stones River Chamber Players, Bryan Hayslett (Chair), Keith Sorrels, Arunesh Nadgir
 - bryan.hayslett@mtsu.edu
 - keith.sorrels@mtsu.edu
 - arunesh.nadgir@mtsu.edu
- Interim Theory Coordinator, Adam Clark adam.clark@mtsu.edu
- Musicology Coordinator, Joe Morgan joseph.morgan@mtsu.edu
- Coordinator of Class Piano, Adam Clark adam.clark@mtsu.edu
- Music Minor Advisor, Chris Combest chris.combest@mtsu.edu
- Music Industry Internship Advisor, Cedric Dent cedric.dent@mtsu.edu
- 1030 Coordinator, Angela Tipps angela.tipps@mtsu.edu
- 2026-2027 Faculty Senate Representative, Chris Combest chris.combest@mtsu.edu
- Degree Coordinators
 - Music Education-Instrumental, Chris Dye christopher.dye@mtsu.edu
 - Music Education-Vocal, Jamila McWhirter jamila.mcwhirter@mtsu.edu
 - Music Performance-Voice, Will Perkins william.perkins@mtsu.edu
 - Music Performance-Instrumental, Deanna Hahn deanna.hahn@mtsu.edu
 - Jazz Studies, Jamey Simmons james.simmons@mtsu.edu
 - BA, Josh Bedford joshua.bedford@mtsu.edu
 - Music Theory/Composition, Paul Osterfield paul.osterfield@mtsu.edu
 - Music Industry, Bryan Hayslett bryan.hayslett@mtsu.edu
- Area Coordinators
 - Brass, Dave Loucky david.loucky@mtsu.edu
 - Woodwinds, Staci Spring staci.spring@mtsu.edu
 - Percussion, Lalo Davila lalo.davila@mtsu.edu
 - Voice, Will Perkins will.perkins@mtsu.edu
 - Strings, Andrea Dawson andrea.dawson@mtsu.edu
 - Piano, Arunesh Nadgir arunesh.nadgir@mtsu.edu

FACILITIES

Location

Physical Address: 1439 Faulkinberry Dr Murfreesboro, TN 37132	Mailing Address: P.O. Box 47, MTSU Murfreesboro, TN 37132	Package Shipping: MTSU School of Music 1672 Greenland Dr Murfreesboro, TN 37132
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The School of Music is housed in the Wright Music Building (WMB) and the Saunders Fine Arts Building (SFA).

Hours

The doors to the music building will be unlocked from 7am-10 pm, Monday-Friday. During the academic year, students enrolled in private lessons have 24/7 access to the building through their MTSU ID. Please note that on holidays, weekends and after 10 PM, the doors are to remain locked and entrance is only by electronic access via MTSU ID. During semester breaks students' ID cards may not function, including the Winter break period. Please note that a student or faculty ID does not guarantee access to all spaces inside the building such as classrooms, rehearsal rooms, and Hinton Recital Hall.

During the summer months, the building is only unlocked from 7:00 am - 7:00 pm M-F. Students who would like to book time in a classroom within WMB or SFA must submit this request through [25live](#) and through communication with Chris Click.

If you are experiencing issues with your ID and access after hours, please email Angela Satterfield (Angela.Satterfield@mtsu.edu) with your M# and name.

Workroom

Access to the workroom is only available via key and should only be accessed by faculty, student workers and graduate assistants.

Piano Policies and Care

Note: Students who are not enrolled in applied piano do not have access to the Steinway grand pianos outside of a scheduled class time. For use in SFA 101, SFA 117, WMB 170, WMB 173 (IRH), faculty, graduate assistants (university employees), or a piano major/minor must be present if a piano is expected to be used.

MTSU School of Music became the first All-Steinway School in the state of Tennessee in 2002 with the acquisition of 60 New York Steinway pianos.

No food or drink is permitted on or around acoustic or digital pianos. The only exception is water in a bottle with a tight-fitting lid, resting on the floor or a windowsill when not in use.

Steinway & Sons suggests Basic Guidelines:

- Keep the lid clear and clean at all times. Food, drink, coats, instrument cases, etc. can cause damage and do not belong on the piano.
- Never remove the piano bench unless authorized by school administration. You could hurt yourself as well as do damage to the piano.
- Pen and Pencil marks can scratch the finish. Never write on paper that has direct contact with the piano. Certainly, never write on the surface of the piano!
- **Never take the piano apart.**
- Never sit or stand on any part of the piano.

Report any necessary repairs to your school technician immediately.

*There are clear explanations of policy for Extended Techniques (“prepared piano”) as needed on the MTSU Music webpage, under [Student Resources/Utilities](#).

Requesting Practice Room or Classroom Space - Students and Faculty

Step 1: See scheduling availability in 25 Live for [WMB](#) or [SFA](#).

Step 2: Complete the [Classroom Request](#). You will receive an email from Chris Click. ([Use this for Degree Recitals](#))

Step 3: If an event is not a recital or class meeting, complete the [Application for Use of Facilities](#).

Step 4: Schedule a [Key Checkout Appointment](#) with Angela Satterfield to obtain access needed once your room reservation has been approved by Chris Click.

Requesting Facilities in the School of Music - Hinton Hall

- Reservations for performances, lectures, or other events in Hinton Hall must be scheduled through Music Manager, Chris Click (Ronald.Click@mtsu.edu)
- When reservations are made, all requirements must be submitted at the same time. This includes the number of techs, stage and audio set up, needs for clickers, risers, live streaming, etc...
- All events must have an MTSU faculty member or student tech in attendance. Most performances will require at least 2 student techs.
- All events/performances that are fully sponsored by the MTSU School of Music must appear on the calendar of events and be publicized on the MTSU School of Music website.

- All events/performances must include a basic description of the event to be posted on the School of Music website.
- Ticket sales and all fees collected for any events in Hinton Hall must go through the LUDUS system. Ticket sales for any outside groups or events must be approved prior to scheduling.

MTSU Events (Student groups, Faculty recitals, Approved recruitment events)

The School of Music will cover all costs for two hours of student techs, stage set up, streaming, piano tuning and recording.

Please note that if technicians are needed for longer than two hours, the additional cost must be included in the faculty member's budget and paid from the appropriate foundation account.

If techs will be needed for longer than two hours, faculty members must include this in their budget submitted to the Director of the School of Music as techs will need to be paid out of their individual foundation accounts.

Faculty Studio Recitals with students NOT registered with MTSU

Full and part-time faculty may be approved to reserve hall for studio recitals; however, preference will be given to dates that do not create conflict with the MTSU academic calendar when space is at a premium. (Early January, May, Mid-July-Mid August). For these recitals, faculty member will be responsible to pay for the following:

- o Piano Tuning- For any recitals that use piano, a \$50 payment to the School of Music is required to cover the wear and tear of the piano as well as additional tuning.
- o Tech and Stage Crew is required for any streaming or any backstage help assistance. Cost for tech and stage crew requires a \$50/hour payment to the School of Music.

Community Groups

(TN Valley Winds, Ethos, Middle Tennessee Choral Society, etc)

Many groups have an established relationship with the School of Music and have been using Hinton Hall on a regular basis.

Beginning in August of 2026, we will be asking all community groups, even those led by current faculty members, to provide the following compensations for services rendered by the School of Music.

- o Facility Fee - For any event that uses MTSU equipment, a \$50 payment to the School of Music is required to cover the wear and tear.
- o Tech and Stage Crew are required for all public events in the School of Music, regardless if streaming or any backstage help is needed. Cost for tech and stage crew

requires a \$50 payment to the School of Music per hour in Hinton Hall. If no audience is in place for the event, the charge will be \$25 per hour.

Outside Groups and Performers NOT mentioned above.

The Director of the School of Music and the Music Manager must approve any outside groups. Preference will be given to dates that do not create conflict with the MTSU academic calendar when space is at a premium (Early January, May, Mid-July-Mid August). No reservations will be given for the months of November or April.

All outside groups and artists must pay a rental fee of \$200 for those events with no ticketing and \$500 for those events requiring tickets along with the above-mentioned fees for piano tuning and student tech assistance.

Other spaces in building

For other organizations that would like to rent out classroom space, specifically SFA 117 (choral hall), WMB 173 (IRH), and SFA 101, a meeting with Chris Click and an official quote and contract are required.

ACADEMIC ISSUES

Registration for & Withdrawal from Classes

Students must be officially registered for all classes they attend, including applied lessons and ensembles. *All instructors are required to check rosters during the first week of class and report any students who are attending without registration. Students should not enroll in classes after the registration deadline.*

Students may drop a class online without a penalty early in the semester (see the University Calendar for the exact date). Students may also withdraw from a class with a grade of W through the mid-term of the semester (see the University Calendar for the exact date). Under normal circumstances, students are not permitted to withdraw from a course without a penalty after mid-term. It is important to keep your academic advisor and instructor of record apprised of any plans you have to drop or withdraw from a course.

Permits

Permits are required for all applied lessons (MUAP) and any 0 credit ensembles (MUEN). Permits for incoming first-year students are entered following a successful audition. Permit requests for returning and transfer students should be submitted to Debi Goodwin. Students with questions about permits may also contact Academic Advisor Travis Hunter.

For all returning students, permit requests should be submitted directly from the faculty member to Debi Goodwin using the [linked form](#). Please note that best practice is to upload permits for your entire studio if possible.

While the 0 credit ensemble option has primarily served students at the 18-hour limit or music education majors, we recognize that special circumstances arise, such as financial hardship combined with scholarship requirements or returning ensemble members who contribute significantly to the group.

Student credit hours are essential to our sustainability, so we must continue limiting these approvals, and approval is required for all instances with the exception of music education majors.

Class Attendance

Regular and punctual attendance is expected of all students. Students who must be absent from class to represent the university in officially approved functions may be excused. The faculty or staff sponsor of the function will provide students with written statements to submit to their instructors at least 2 weeks advance of the absence. The absence policy for each individual class will be in the syllabus distributed to students at the beginning of each semester.

Plagiarism and AI

The School of Music takes academic integrity seriously and students are required to become familiar with plagiarism, cheating and fabrication as outlined at <https://faculty.mtsu.edu/academic-integrity/>.

Policy 323 states that "In the absence of explicit standards and procedures from a faculty member, GAI tools may not be used for any purpose in any graded assignment or any written work submitted for credit." Students are expected to speak with their professor directly if there is any question on if AI tools may be used within a classroom assignment.

Student Success Center

The MTSU School of Music Student Success Center is a tutoring initiative designed to promote and support student performance in the musicianship sequence, including aural skills, theory, music history, and piano. Held in the piano lab, the center offers open house-style tutoring three nights a week with two tutors per session. The center aims to create a welcoming space where students feel comfortable seeking help and boost engagement and performance in the core sequence. Student tutors are chosen by interview each semester. Hours for tutoring will be posted during the first week of the semester. For more information, contact Dr. Joe Morgan at joseph.morgan@mtsu.edu.

CARE Report

The Division of Student Affairs at Middle Tennessee State University is committed to supporting a positive, healthy, and safe student experience. Our focus is care and concern for students who may be in distress. Our CARE (Campus Action Response and Engagement) Team will coordinate resources and implement a centralized response with the goals of providing assistance to students and keeping our community healthy and safe.

This referral is for **NON-EMERGENCY** reporting. **If there is an immediate risk to the person of concern or others, please contact MTSU Police at 615-898-2424 or call 911 immediately.**

- If you would like to report an *Academic Integrity* concern, please **click here** to use the academic integrity incident report form.
- If you would like to report a *Conduct Violation*, please **click here** to use the incident reporting form.
- If you would like to report a *Title IX (Sexual Misconduct)* concern, please **click here** to use the sexual misconduct reporting form.

The CARE team accepts referrals and responds to students (and their families, faculty, and staff) when concerns for a student's health, safety, welfare, and overall wellness have been identified.

INSTRUMENTAL RENTAL, KEYS, AND LOCKERS

Instrumental Lockers

Students enrolled in private instruction and/or ensembles, or Music Education methods classes may request a locker for their personal or School of Music instrument. Lockers are only assigned during an appointment obtained by using the link in Student Utilities. Locks are required and provided by the School of Music for free. Personal locks are not allowed. Students enrolled in Band of Blue will have an opportunity to check out their locker during Band Camp week. All other music majors and minors may schedule a locker appointment beginning the first week of classes. Locker rentals are good for both the fall and spring semesters. When certain locker sizes are limited, students may be asked to share a locker. All lockers are to be emptied, cleaned out, and locks returned to WMB 150 by last day of Spring Term in May. Students failing to do so may receive a hold on their account.

Practice Room Keys

Practice rooms are available on the first floor and third floor of Saunders Fine Arts (SFA) and on the second floor of Wright Music Building (WMB). Most practice rooms are not locked. Piano majors are eligible to use the three grand piano practice rooms on the second floor of WMB; percussion majors are eligible to use the four percussion practice rooms on the first floor of WMB.

Pianists and percussionists will need to obtain a practice room key. Keys are only checked out during an appointment obtained by using the link in Student Utilities. All practice room keys must be returned to the music office as soon as juries are finished at the end of the spring semester. Students who do not return their practice room key by the last day of final exams will have a hold placed on their account and will not receive their official grade reports or academic transcripts from the University Records Office until the hold is removed, which requires returning the key to WMB 150 or paying a \$50 lost key fee.

Instrument Insurance

Students should obtain private insurance coverage for their own instruments. Since many homeowners' policies include coverage for personal property, students should consult with their family insurance agents to determine if coverage exists or can be obtained. The MTSU School of Music is not responsible for lost or stolen property, and the university and state have no insurance coverage for personal property. Students should never leave their instruments or other belongings unattended in practice rooms, classrooms, or hallways.

Check Out Policies for Instruments

Certain instruments owned by the MTSU School of Music may be issued to students who need them to complete private instruction or who need them for participation in an ensemble or methods classes. Students must complete a check out form available from the instrument clerk in WMB 172. The student's private instructor or ensemble director must sign the form. Only the instrument clerk may issue the instruments; students are not allowed in the instrument storage room. Instruments must be cleaned and returned during the last week of each semester. Students who do not return their instruments by the last day of final exams will have a hold placed on their account which will prohibit them from receiving their official grade reports or academic transcripts from the University Records Office until the issue is remedied.

Instrument Check Out Form – Fill out form

PERFORMANCE OPPORTUNITIES

Music Events Calendar

The MTSU School of Music Concert Calendar is continually updated and available at <https://music.mtsu.edu/calendar/>.

Student Recital Hour

Student Recital Hour is held on Thursdays from 11:30am to 12:45pm in Hinton Hall.

Step 1: **Student** completes the Student Recital Hour Request Form at least ONE WEEK prior to the performance date requested.

Step 2: Form routes to applied faculty member for approval.

Step 3: Once approved, Chris Click will communicate with the student and faculty to confirm.

Scheduling Degree Recitals

Students enrolled in Junior Recital, Senior Recital, or Graduate Recital may schedule their degree recital in Hinton Hall. Please note, there will be no recitals on or following study day.

Step 1: **Student** completes the Degree Recital Request Form.

Step 2: Chris Click will communicate directly with the faculty member to confirm the degree recital date and time.

Step 3: Students submit their program information at least three weeks prior to their recital for formatting using the Program Form. Applied teacher and student will receive a recital proof for inspection and editing two weeks prior to the recital. The programs will then be approved and sent back to Chris Click within one week of the recital for printing.

Step 4: Fill out the Production Packet at least three weeks prior to alert the School of Music Staff and Concert Technicians of your production and A/V needs. This document will ensure that all of your needs with sound, video, slideshow, setup, and any other needs are prepared for and ready to go on your big day!

Note: All MTSU School of Music concert programs must conform to the MTSU School of Music TEMPLATE unless a department (such as band, choral, SRCP) wishes to create an elaborate program requiring additional funds.

Faculty and Ensemble Performances

Faculty and ensemble performances are scheduled in the late spring for the following Fall and Spring semesters. Chris Click will reach out to ensembles, then faculty members, and finally students for degree recitals. Faculty will consult the shared planning calendar, and will select two (2) dates for their desired performance. Chris Click will confirm the date and add it to 25 Live.

Note: All MTSU School of Music concert programs must conform to the MTSU School of Music TEMPLATE unless a department (such as band, choral, SRCP) wishes to create an elaborate program requiring additional funds.

Student Performances for Pay Through School of Music

For any student performers who are to be paid through an MTSU index, directors must send students' names and M numbers to Debi Goodwin one week before the performance. We will need the date of the event and what the students will be performing or duties as assigned and, if

appropriate, the corresponding index funds number. Anyone that is paid through a foundation will receive compensation in the form of a scholarship. Please note that scholarships may be used to pay any outstanding fees and balances. Students cannot be paid a stipend unless it is run through operational funds. This method of payment is only approved in rare instances and requires additional approvals. Following the performance, students can expect for the paperwork to be processed within the week; however, the MTSU contracts office has up to 30 days to process payments.

Performances for Pay Outside of School of Music (MTSU Musical Attractions)

The MTSU School of Music connects those seeking to hire musicians for an event, clinic, or lessons with our student musicians. After the initial contact is made, all scheduling, terms, and payment are arranged directly between the community member and the musician. Those from outside of the MTSU community will be asked to fill out the interest form located on the main School of Music Website.

If you are interested in participating in this endeavor, please contact Miles Damaso at Miles.Damaso@mtsu.edu.

MARKETING

We love to tell the story of the many outstanding moments happening throughout the School of Music. To help us share these successes in a timely and coordinated way, faculty, staff, and students are asked to submit information for posters, announcements, and social media, along with any accompanying graphics or photos, through the School of Music Advisory Box. Please submit materials as early as possible whenever advance promotion is desired and include complete event details, relevant links, and photo credits when applicable. This process helps ensure consistent messaging, broad visibility, and that important achievements and events are not overlooked.

Note that all students must create their own posters for recitals. Faculty who wish to have a custom made poster for upcoming performances or events must submit through CVS (Creative and Visual Services) and include a funding request form.

Beginning in spring 2026, all materials for distribution must include the following statement: MTSU prohibits discrimination based on sex, race, color, national origin, or other protected categories. Report concerns to the Title VI/IX Coordinator. See the full policy at crc.mtsu.edu.

APPLIED STUDIO POLICIES

General

- Scheduling of Lessons should occur directly with the applied instructor no later than the first week of classes.
- Students may take a secondary lesson, but a third lesson is not recommended as each lesson implies 1 hour of practice a day in that discipline.
- Lessons should always take place on campus and should never be given in a professor's place of residence.
- Students enrolled in applied lessons may have an ensemble requirement. Students with a degree plan requirement and/or scholarship contract must enroll in an ensemble relative to their applied area, as approved by their applied instructor. Please note that any exceptions to this will require approval from both the applied area and the School of Music Director.

Juries

All students enrolled in private lessons are required to appear before a faculty jury or present a portfolio for a final evaluation at the end of each semester. Jury examinations are held to measure the student's progress at the conclusion of the semester.

The only exceptions to this policy are, at the discretion of the applied instructor:

- Students who have presented, and passed, their senior or junior recital during the semester
- Non-music majors, when exempted by the applied instructor
- Students who have completed a major opera role
- Students who are taking an instrument or voice as a secondary area

Juries are scheduled within the instrumental/composition area. Sample jury sheets are found under the [Student Utility link](#). Each jury should include at least two faculty members who will provide feedback. Traditionally juries have been held on the following days following study day. (Note there should be no juries occurring on study day.)

- Brass-Monday
- Voice-Tuesday/Wednesday
- Strings-Thursday
- Woodwinds-Friday
- Piano-Saturday
- Percussion-Varies per semester

Students taking private instruction in jazz may be required to perform a jury with the MTSU faculty rhythm section on the Tuesday of finals week. This will include a short rehearsal on the preceding Monday night.

Request for Senior Recital Audition Hearing and Performance

Students must receive permission to present a senior recital by giving a pre-recital hearing before a faculty committee at least two weeks before the scheduled recital. The only exception to this is in the vocal area where students are not required to complete a pre-recital hearing and each applied teacher makes determination for when and if the student is prepared for recital.

Application to Upper Division

Promotion to the upper division does not follow automatically after the completion of four semesters of courses in the lower division, but is made only upon the successful completion of the Upper-Division Jury. This jury, normally given at the end of the sophomore year to Music majors, is conducted by each instrumental and vocal area in the MTSU School of Music. Successfully passing this barrier jury suggests that the student has the potential of successfully passing the senior recital. It is at this level that the music major normally begins preparation for their junior and/or senior recital. A student who fails to pass the Upper-Division Jury must continue lower-division private instruction until the jury is passed. In most applied areas, students are given two attempts to pass the upper divisional jury. A third attempt can only be approved by the Director of the School of Music. In the woodwind area, students are given three attempts to pass the upper divisional jury.

Private instruction course numbers will be repeated for each semester of study. Students are encouraged to communicate directly with their applied teachers for specific guidelines regarding upper divisional.

Find the Upper Division Jury Sheet on the [Student Utilities Page](#) or [Faculty Resources Page](#) on SOM website.

Courses in Applied Music

MUAP course numbers ending in 1 consist of weekly half-hour lesson and studio masterclass. MUAP sections ending in 2, 3, or 4 are limited to music major enrollment and include a weekly one-hour lesson and studio masterclass. Three-credit private lessons are designed for only those students majoring in music with performance as their concentration. Although this three-credit course meets for the same length of time as a two-credit private lesson, students enrolled are expected to spend more time in preparation for their three-credit lesson and perform more repertoire during the course of the semester as assigned by the instructor.

Music education students should pass the upper-division performance jury before Residency II. Students seeking to complete a senior recital during Residency II will need to gain approval from the College of Education.

Note: Students cannot change concentrations during upper division study without performing the appropriate upper division jury requirements.

ACCOMPANYING POLICIES

<https://music.mtsu.edu/accompanying/>

Accompanist Request Forms

Please click on the appropriate link below to submit a request for an accompanist. Before submitting your form, please review the Accompanying Policies below. You will be asked to verify that you understand the eligibility requirements, deadlines, and expectations. All requests are routed to the Coordinator of Accompanying, Ms. Gyuhee Kim. Please allow up to one week for a response.

- Degree recital requests – *August 2 and Dec 15 deadlines*
- Instrumental requests (non-recital) – *submit at least 4 weeks prior to first rehearsal*
- Vocal area requests (non-recital) – *submit by the end of week 2 of classes*

Staff Pianists

Gyuhee Kim (Coordinator of Accompanying) – Gyuhee.Kim@mtsu.edu

Sandy Arndt (trumpet only) – Sandra.Arndt@mtsu.edu

Paula Bell – Paula.Bell@mtsu.edu

Wenwen Che – Wenwen.Che@mtsu.edu

Grace Thompson – Grace.Thompson@mtsu.edu

Christine Whelchel – Christine.Whelchel@mtsu.edu

Amelia Ochoa (Graduate Teaching Assistant) – ago3d@mtmail.mtsu.edu

Abigail Barton (Graduate Teaching Assistant) – agb9h@mtmail.mtsu.edu

Contact

Ms. Gyuhee Kim

Coordinator of Accompanying

Wright Music Building Room 261

Gyuhee.Kim@mtsu.edu

Students enrolled in MUAP (applied music lessons) may utilize the services of a school-paid accompanist according to the following designations below.

Instrumental; no recital	Up to 3 hours per semester
Instrumental; required recital	Up to 10 hours during the recital semester
Vocal; no recital	Up to 8 hours per semester
Vocal; required recital	Up to 12 hours during the recital semester

General Guidelines

- Eligible services include lessons, studio classes, studio recitals, juries, recital hearings, Student Recital Hour, the Tom Naylor Competition, required recitals, and related rehearsals. Other services require approval.
- A minimum of 15 minutes is charged per service. Any service less than 15 minutes will be recorded as a 15-minute service. Student Recital Hour performances and studio recital performances will not be deducted from a student's allotted hours.
- Unused hours do not roll over to the following semester.
- Students may not exceed 90 minutes of accompanist time per week during non-recital semesters, unless prior agreement is made with their assigned pianist.
- Instrumental students may request an accompaniment for repertoire equivalent to one complete work per semester (e.g., a sonata movement or comparable piece). Requests to perform more than one piece or movement per semester will be considered on a case-by-case basis.
- Pianists (full- and part-time) are not obligated to accept all requests. Repertoire difficulty, preparation time, and accompanist availability are factored into each decision.
- Students must pay pianists directly for any hours beyond their allotted time, and payment must be made in advance. Pianists are not permitted to perform without payment.
- Pianists are not obligated to exceed a student's allotted hours, even if additional payment is offered.
- Students who choose to hire non-MTSU accompanists are responsible for ensuring the accompanist's availability for all required events and are required to pay accompanists directly. MTSU will not pay for non-MTSU accompanists and will not provide substitutes.

Communication

- All requests must be submitted through the Accompanist Request Forms available on the School of Music website. Requests made otherwise will not be approved.
- Requests for fall semester required degree recitals should be made no later than August 2. Requests for spring semester required degree recitals should be made no later than December 15.
- Requests for single pieces or movements should be made no later than 4 weeks prior to the first rehearsal.

Cancellations and Attendance

- Cancellations by the instructor or student less than 24 hours in advance will deduct from the student's allotted hours. Accompanists are not obligated to attend makeup sessions. If a makeup session is held, it will also be deducted from the student's allotted time.
- Cancellations by the instructor or student more than 24 hours in advance will not deduct from a student's allotted hours. Accompanists are not obligated to attend makeup sessions.
- If an accompanist must cancel, notification should be given as early as possible and the accompanist should attempt to reschedule or secure a substitute. Frequent cancellations should be discussed with the Coordinator of Accompanying.
- Missed appointments without notice result in a 30-minute deduction. Repeated absences may result in loss of accompanying privileges.

Important Information for Vocal Students

Voice students may utilize the services of a school-paid accompanist for up to 8 hours per semester (or up to 12 hours during the semester of a required recital). For students taking 1-hour lessons, these hours are generally not sufficient to cover an entire semester and are often supplemented with payments by students directly to an accompanist. Since faculty expectations and student financial situations vary widely, please indicate your level of comfort in paying for hours over your allotted 8. This information will be shared with your applied instructor in hopes that an arrangement agreeable to all can be made.

Note: Freelance accompanist fees are \$35/hour [MTSU standard hourly rate]. Accompanist availability for hours beyond the allotted 8 is not guaranteed.

On the accompanist form, you will be asked to indicate the total number of hours you wish to work with an accompanist, based on 13 lessons per semester:

- 8 hours maximum (approx. 30 mins/week with accompanist) – I do not wish to pay for hours above the allotted 8 hours.
- 10 hours (approx. 45 mins/week) – Willing to pay for 2 additional hours.
- 13 hours (1 hour/week) – Willing to pay for 5 additional hours.
- 16.25 hours (75 mins/week) – Willing to pay for 8.25 additional hours.
- 19.5 hours (90 mins/week) – Willing to pay for 11.5 additional hours.

CLASS PIANO

Information regarding class piano can be found online at <https://music.mtsu.edu/classpiano/Overview>

Class Piano is a required course for all music majors. The requirements vary based on degree and concentration as follows:

DEGREE / CONCENTRATION	REQUIRED CLASS PIANO COURSES
Instrumental Music Education Performance (Jazz Studies) Music Industry Music, B.A. (all students, except piano majors)	CLASS PIANO I & II
Performance: (all areas, except Piano and Jazz Studies) Music Theory/Composition Vocal/General Music Education Music, B.A. (optional) * Class Piano III and IV are optional within the B.A. and may be taken through appropriate course substitutions	CLASS PIANO I, II, III, & IV

All music majors must take class piano until they pass the piano proficiency examination prescribed by their degree program. Each item on the proficiency exam must be passed with a C- or better.

Music minors interested in developing basic keyboard skills may enroll in MUS 1500, Intro to Piano.

Placement Information

Students with some background playing the piano may be able to test out of one or more sections of class piano. Such students should schedule an appointment with the Coordinator of Class Piano prior to the start of classes in order to ensure correct placement.

Students needing placement generally have a year or more of experience in private lessons and can read treble and bass clefs at the piano with some fluency. All transfer students are also encouraged to schedule a placement meeting.

Testing Out

Any student placing beyond the required level of class piano for their degree will still be required to take and pass the appropriate piano proficiency exam before a course waiver can be submitted.

ACADEMIC POLICIES

ADMISSION REQUIREMENTS

All students needing or wishing to take private instruction must complete a School of Music Application to begin the audition process. The application can be found on our [Apply page](#), along with the audition requirements for each instrument.

Requirements for Admission to the Bachelor of Music Degree:

All students entering as Music majors and minors must pass an audition before the faculty on their major instrument or voice. Students who do not pass the audition may be allowed, at the discretion of the faculty (as determined by area), to enroll in private music lessons or class instruction for one semester only. At the end of the semester, the student must re-audition for admission into the program.

Requirements for Admission to the Bachelor of Arts Degree:

An interview is required for the Music, B.A. program at MTSU. Interviews will be conducted in person during the School of Music's audition dates, though virtual interviews will be offered. Invitations to schedule an interview will be sent upon completion and submission of the MTSU School of Music application.

In addition, all prospective new or transfer **Music majors and Music minors are required to take the *Music Theory and Aural Skills Diagnostic Exam*** to determine appropriate placement in the music theory program. Students may not enroll in any music theory course until the exam is taken. A link to the online exam will be sent upon a successful audition. For assistance or questions, please contact Academic Advisor, Travis Hunter (Travis.Hunter@mtsu.edu).

Students seeking a major or minor in the School of Music should refer to the MTSU *Undergraduate Catalog* that serves as the official document of the University. Please keep a copy of the *Undergraduate Catalog* that is in effect during the year that you enter; this will serve as your official reference; if the catalog changes during your studies, you may opt to continue with the requirements in force at the time of your matriculation.

Important Information for Transfer Students

Transfer credits in music theory and aural/sight singing will not automatically transfer as the equivalent course at MTSU. All transfer students will need to meet with the theory coordinator in order to determine appropriate placement prior to the start of the semester.

Transfer students who are not able to transfer recital attendance credits from other institutions must be in recital attendance for each semester they are enrolled at MTSU (up to six semesters). A waiver of one semester may be granted for students who are in residency or internship semesters.

Recital Hour

Student Recital Hour is held each Thursday at 11:30am to 12:45pm in Hinton Hall. During the course of the semester, students are required to attend a minimum of six student recital sessions as well as six additional concerts/events for a total of twelve credits. Students who are performing in recital hour will receive credit if they are in attendance in the audience *before or after* their individual performance. It is the student's responsibility to scan out using their MTSU ID at the conclusion of concerts in order to receive credit. There should be no other music lessons or rehearsals scheduled during the recital hour.

An essential facet of musical growth is to listen critically to live performances of quality

repertoire performed to a professional standard. This course allows the undergraduate musician to experience a wide variety of musical concerts in order to obtain the following objectives:

- Increase knowledge and understanding of repertoire and styles studied in the classroom/studio
- Demonstrate understanding of compositional processes and artistic communication
- Develop sensitivity to musical and artistic expression
- Aspire to a higher level of performance
- Contribute to the shared enjoyment of music through concert attendance while supporting MTSU students and faculty performers as well as regional and national performers

Applied Area Studio Class

All students registered for private lessons, with the exception of musical theatre minors, are expected to attend their applied area studio class each week. For the majority of the studios, students and faculty will meet at 11:20-12:45 on Tuesday. However, piano, jazz, and composition have separate meeting times. Please check with your applied instructors in your area for room assignments and changes in times.

Music Ensembles

Music ensembles are maintained for the benefit of the student body and to provide training for Music majors and minors. Any MTSU student is eligible to audition for any School of Music ensemble. All students must have permission from the instructor or audition for placement in order to enroll in an ensemble. All music ensembles may be repeated for credit.

While the 0-credit ensemble option has primarily served students at the 18-hour limit or music education majors, we recognize that special circumstances arise, such as financial hardship combined with scholarship requirements, or returning ensemble members who contribute significantly to the group.

STUDENT OPPORTUNITIES

School of Music Advisory Box

We love to celebrate all the wonderful things our students are doing in the School of Music. We also love feedback and hearing ways we can make things better. The School of Music Advisory Box is accessible through the link on the MTSU School of Music [homepage](#). We encourage students and faculty to use this link to share thoughts, concerns, shout-outs, and the exciting things happening in your musical journey.

- Please note: Suggestions, concerns, and questions will be kept confidential unless told otherwise.

- Student updates and shout-outs will typically be shared in Friday Fanfare and run on a rolling schedule for social media.
- Responses are not being tracked or linked to your name unless you choose to include it.
- All social media requests should be submitted through this form, allowing us to keep everything organized and ensure that nothing gets missed.

Student Professional Fund (SPF)

<https://forms.office.com/r/8VYZ10NZKS>

Funded entirely by faculty and staff contributions, this fund provides targeted support for student career-building expenses beyond tuition. Past SPF awards have covered equipment, additional accompanist fees, travel for graduate auditions, and printed sheet music. Funds are awarded through an application process that is reviewed by the Director, Assistant Director, and Associate Director of the School of Music. Students must document a financial need for all awards and provide a faculty recommendation.

CLA Microgrant Emergency Fund

<https://liberalarts.mtsu.edu/microgrant/>

Through the support of our community and the CLA Microgrant Emergency Fund, MTSU has a dedicated pool of funds available to help College of Liberal Arts majors with emergency needs that may impact their ability to continue their education. These microgrants are designed to provide funding to help address verified needs associated with a student's education. Students may request the funds to pay off a small prior term balance if that balance is preventing their continuing registration. However, the microgrant will NOT be used to pay off outstanding student debts on the student account automatically. Students may be awarded up to \$750 and are eligible to receive this grant only once during their tenure at MTSU.

To be eligible, students must be: in academic good standing, with a minimum of a 2.0 overall cumulative GPA at the time of the request. Students must be classified as degree-seeking and be enrolled in six (6) credit hours during fall/spring semesters and/or enrolled in three (3) credit hours during the summer. Students must also demonstrate satisfactory academic progress as determined by the MTSU Financial Aid office. Students currently on financial aid warning, probation, or suspension are not eligible. Students receiving other forms of financial aid may not receive the mini-grant if it will cause them to exceed their allowable Total Cost of Attendance calculation. Funds are available to undergraduate, graduate, and international students who are **currently enrolled and have a major in the College of Liberal Arts.**

URECA Grants (Undergraduate Research)

<https://urc.mtsu.edu/ureca-overview/>

Did you know that you can get paid to do research or work on a creative project while gaining valuable experience in a high-impact practice? The Undergraduate Research Center administers University funds to directly support mentored undergraduate research through **Undergraduate Research Experience and Creative Activity (URECA) grants**. Awards range from \$500 for beginners to \$3,000 for experienced MTSU student researchers.

STUDENT ORGANIZATIONS

The MTSU School of Music sponsors a number of student and student-faculty organizations that support artistic, academic, service and social endeavors. Before and after each first convocation, the School of Music hosts a club fair for students to learn more about these important organizations. For more information on how to be involved, please contact the advisor listed below or reach out to the club president.

School of Music Student Advisory Council - an appointed student group representative of Music majors and minors who serve to advise the administration of the School on issues of concern to Music students. Advisors, Dr. Will Perkins and Dr. Jennifer Snodgrass

Phi Mu Alpha Sinfonia - music fraternity for all male MTSU students who are interested in music. Faculty Advisor, Dr. Josh Bedford

American Choral Directors Association - professional organization for students who are interested in the choral directors art. Advisor, Dr. Matt Taylor

Collegiate National Association for Music Education (CNAfME)-professional organization for students who are interested in careers in music education. Advisor, Dr. Christopher Dye

Jazz Association at MTSU. (JAM) JAM's long-term goal is to build and maintain a strong community of students across MTSU who are dedicated to the love and/or practice of jazz. We put on events such as jam sessions, guest clinics concerts, and networks. Anyone interested is invited to participate as a member of JAM and help us maintain this great art form.

MUSICIAN'S HEALTH

The Middle Tennessee State University School of Music is committed to the health, safety, and well-being of all musicians who participate in academic or performance related activities. We make a comprehensive effort to proactively educate, assist, and protect all students, staff, faculty, and guests in health-related issues. For musicians, this includes:

- Healthy approaches to private lessons and ensemble rehearsals that include appropriate technical exercises and clear information regarding the safe utilization of the muscles and bones associated with specific music production.
- Facilities and equipment that are safe and instruction on proper handling of all equipment or instruments.
- Consideration of volume levels in practice and performance spaces, with acoustical treatments for sonic mediation as needed for hearing protection.
- Rigorous academic and performance curricula with clear expectations within an affirming environment to help ensure student success.
- Genuine concern for the wellbeing and equality of each individual, regardless of gender, race, creed, nationality, religious affiliation, or sexual preference.

- While the MTSU School of Music strives to foster and maintain healthy practices and environments, the faculty, and staff are not trained medical professionals. When appropriate, referrals will be made to appropriate MTSU staff or faculty, or to highly trained professionals off campus.

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- Musician's Hearing Information
 - Protecting Your Vocal Health (NASM-PAMA document)
 - Protecting your Hearing Health (NASM-PAMA document)
 - Protecting Your Neuro-Musculoskeletal Health (NASM-PAMA document)

KEYWORD INDEX

A

Academic advisor, 23
 Academic integrity, 12-13
 Academic policies, 23-24
 Access, buildings and rooms, 8-9
 Accompanist cancellations, 21
 Accompanist eligibility and allotted hours, 19-22
 Accompanist fees, 21
 Accompanist request forms and deadlines, 19-21
 Accompanying policies, 19-22
 Administration, School of Music, 4-5
 Admission requirements, 23
 Advisory Box, 16, 25
 AI use in coursework, 12
 All-Steinway School, 9
 Application to Upper Division, 18-19
 Applied lessons, 11-12, 17-19, 24
 Applied music course numbers, 18-19
 Applied studio class, 24
 Applied studio policies, 17-19
 Area coordinators, 7-8
 Attendance, classes, 12
 Attendance, recital hour, 24
 Auditions, admission, 23
 Aural Skills Diagnostic Exam, 23
 A/V and production needs, 15

B

Bachelor of Arts, admission, 23
 Bachelor of Music, admission, 23
 Band of Blue lockers, 13
 Building access and hours, 8

Budget manager, 6

C

Campus Action Response and Engagement Team, 13

CARE Report, 13

Class attendance, 12

Class Piano, 22

Class Piano placement, 22

Class Piano proficiency examination, 22

Class Piano requirements by degree, 22

Classroom requests, 8-9

CLA Microgrant Emergency Fund, 25-26

Community groups, facilities and fees, 10-11

Concert calendar, 15

Concert programs and template, 15-16

Concert technicians, 10-11, 15

Contact information, 4-8

Contracts, student performers, 16

Course registration and withdrawal, 11

Courses in Applied Music, 18-19

Creative and Visual Services, 16

D

Degree coordinators, 7

Degree recital deadlines, 15, 19, 21

Degree recital scheduling, 9, 15

Diagnostic Exam, Music Theory and Aural Skills, 23

Discrimination statement for distributed materials, 17

Doors and electronic access, 8

Drop or withdrawal from a course, 11

E

Emergency contact, 4

Emergency Fund, CLA Microgrant, 25-26

Ensemble performances, scheduling, 16

Ensemble registration and permits, 11-12, 24

Ensemble requirement for applied students, 17

Ensembles, eligibility and auditions, 24

Events Calendar, 15

F

Facilities, 8-11

Facilities, application for use, 9

Facilities, community and outside groups, 10-11

Facilities, Hinton Hall, 9-11

Facilities, locations and addresses, 8

Facilities, rental fees, 10-11

Faculty and ensemble performances, 16
Faculty recital costs, 10
Faculty Senate representative, 7
Friday Fanfare, 25

G

General information, 4
Graduate Studies, 5
Graduate teaching assistants, accompanists, 19

H

Health and safety for musicians, 27
Hearing health, 27
Hinton Hall reservations, 9-11
Hours, School of Music buildings, 8

I

ID card access, 8
Instrument check-out, 6, 14-15
Instrument insurance, 14
Instrument storage room, 14
Instrumental lockers, 13
Instrumental accompanist hours, 19-20

J

Juries, 17-19
Jury exceptions, 17
Jury schedule by area, 17

K

Key checkout for reserved rooms, 9
Keys, practice rooms, 14

L

Lessons, applied, 11-12, 17-19, 24
Lockers, 6, 13
Lost and found, 4
Lost key fee, 14
LUDUS ticketing, 10

M

Mailing and shipping addresses, 8
Marketing, 16-17
Marketing submissions, 16
Mission statement, 4
Music, B.A., admission, 23
Music events calendar, 15
Music ensembles, 24

Music Industry Internship Advisor, 7
 Music Minor Advisor, 7
 Music Theory and Aural Skills Diagnostic Exam, 23
 Musical Attractions, paid performances, 16
 Musician's health, 27

N

NASM accreditation, 3-5
 Neuro-musculoskeletal health, 27
 Non-emergency student concerns, 13
 Non-MTSU accompanists, 20

O

Office hours and location, 4
 Organizations, student, 26-27
 Outside groups and performers, facilities, 11
 Outside paid performances, 16

P

Paid student performances, 16
 Payment, accompanists, 20-21
 Performance opportunities, 15-16
 Permits, applied lessons and ensembles, 6, 11-12
 Personnel, 4-8
 Piano care, 9
 Piano majors, practice rooms, 14
 Piano policies, 9
 Piano proficiency examination, 22
 Piano Technician, 5-6
 Piano tuning fees, 10-11
 Plagiarism, 12
 Posters and promotional materials, 16-17
 Practice room and classroom reservations, 9
 Practice room keys, 14
 Private instruction, 11-12, 17-19, 23-24
 Production Packet, 15
 Program Form, 15
 Programs, concert, 15-16

R

Recital attendance, 23-24
 Recital Hour, 15, 24
 Recital programs, 15-16
 Recital scheduling, 15-16
 Registration for classes, 11
 Rental fees, facilities, 10-11
 Residence prohibition for lessons, 17

Residency II and senior recitals, 19

Room reservations, 8-11

S

Scholarships as payment, 16

School of Music Advisory Box, 16, 25

School of Music application, 23

Secondary lessons, 17

Senior recital hearing, 18

Social media requests, 16, 25

Staff, 5-7

Staff pianists, 19

Steinway piano policies, 9

Student Advisory Council, 26

Student concerns and referrals, 13, 25

Student organizations, 26-27

Student performers for pay, 16

Student Professional Fund, 25

Student recital requests, 15

Student Success Center, 12-13

Student Utilities, 13-14, 17-19

Studio class, 24

Studio recitals with non-MTSU students, 10

T

Tech and stage crew, 10-11

Theory coordinator, 7, 23

Ticket sales, 10-11

Title IX concerns, 13

Transfer students, 22-23

Tutoring, Student Success Center, 12-13

U

Upper Division, 18-19

Upper-Division Jury, 18-19

URECA Grants, 26

V

Vocal accompanist hours and fees, 20-22

Vocal health, 27

W

Well-being and musician health, 27

Withdrawal from classes, 11

Workroom access, 8

Wright Music Building, 4, 8-9, 13-14, 19

Z

Zero-credit ensembles, 11-12, 24