

### General Information:

1. Any changes/additions to the assignment of instructors in performance studies in keyboard and voice will be posted on the bulletin board beside the student mailboxes in the student lounge and on the office door of Dr. Bracey (voice) and Dr. Stewart (piano).
2. As soon as your performance studies instructor is known, arrange time for lessons by leaving a copy of your schedule with your teacher name, your name, local telephone number and e-mail indicated in the correct faculty mail box in the hall outside room 220. This should be done **as soon as possible!** Repertory Classes are considered part of your lesson credits. See below for information about time.
3. MUS 091 - Your performance studies teacher will inform you of specific requirements in performance studies, Repertory Classes, and Recital Attendance (MUS091). MUS 091 will be listed at a specific time on your schedule. However, this time is actually the time and location of your Repertory Class. The actual Recital Attendance requirement is for 10 recitals of your (and your teacher's) choice.
4. MUS 090 - Convocation will be held September 2, 9, 16, 23, October 7, November 4, and December 2 at 4:00. The September 9, 16, and 23rd Convocations will be in room 217 and are for new students only. All others will be in the Recital Hall. You are allowed ONE CUT during the semester. THERE WILL BE NO EXCUSED ABSENCES UNLESS YOU ARE ON A SCHOOL SANCTIONED TRIP!
5. Lockers for storage of musical instruments are available in room 117 (see posted hours). Book lockers MUST be checked-out in room 220(8-5 M-F). You must provide your own lock.
6. Following your audition for a performance organization, please check your registration. Schedule changes may be made online through August 28. Schedule changes after August 28 must be accomplished by signed Drop-Add forms (available in office 220) that are completed and returned to Mrs. Carter. The drop period begins August 25 and ends October 17. **MRS. CARTER CANNOT PROCESS DROP/ADD FORMS FOR ANYTHING OTHER THAN MUSIC CLASSES. ANY OTHER FORMS MUST GO TO THE REGISTRAR!!**
7. **You are expected to practice 1 hour per day for every credit hour of Performance Studies you are registered for and study 2 hours for every hour of class time.**
8. Practice rooms are available on a first come/first served basis.
9. Student mailboxes are in the Student Lounge. There are separate boxes for undergraduate and graduate students **Be sure to check the boxes frequently.**
10. Anyone can use the V-Rooms (acoustically adjustable practice rooms) by checking out a key from the Music Library. Smart Music accompanying technology is available for \$30 per year from MAKEMUSIC.com. Check with your teacher to see if they recommend and use this.
11. Panic buttons are located in each practice room. If you are concerned about your safety don't hesitate to activate them. However, if you push one accidentally please stay in the room until the police come so we can be sure you are OK.
12. **CHECK YOUR CAMPUS E-MAIL DAILY!!** This is essential for you to receive important e-mails from the registrar, your advisor, and anyone else who might need to get in touch with you. If your UNCG e-mail is not working contact 6-TECH immediately.

13. All sections of MUS 101 (Music Theory I) will meet together in room 217 on the first day of classes. In some cases, you may have been moved from the theory and/or ear training section you were originally registered for into another section. Please check your schedule just before the beginning of classes so you will know which class to go to for Ear Training on Tuesday.
14. Copies of degree check sheets are available on the web at <http://www.uncg.edu/mus/DegreeAuditSheets.html>.
15. Room numbers for faculty members may be found on the building directory located outside room 220 near the main entrance.
16. Be sure to check your schedule online periodically during the semester to make sure everything is still correct. **If you drop a class immediately, check your schedule to make sure the drop was properly processed.**
17. Before the beginning of classes be sure to locate each campus building and classroom and purchase needed books. Also, read each class syllabus CAREFULLY.
18. See Mrs. Carter ([dtcarter@uncg.edu](mailto:dtcarter@uncg.edu), 334-3638) immediately when you discover a registration/advising/scheduling problem. It is much easier to correct problems early in the semester.

School of Music Advisors

All Undergraduates

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