Tips and FAQs
while visiting your potential music school

- Determine what area of emphasis you are interested in (Music Education, Composition, Music Technology, Performance, etc.)
- Speak to your potential applied lesson instructor because your relationship with them can make or break your college experience.
- Visit the school and observe how the students interact with their professors and other music students. Are they happy, busy?
- Find out how much activity there is and how many concerts the school holds each semester. Do they bring in any guest artists?

Q: ARE THERE STUDENT MUSIC ORGANIZATIONS, MUSIC HONOR SOCIETIES, FRATERNITIES?

A: The SJSU Music Department has two large organizations, Mu Phi Epsilon (an International Music Fraternity), and Kappa Kappa Psi (a Fraternal Honor Society).

Q: HOW MANY AND WHAT TYPE OF ENSEMBLES ARE OFFERED?

A: Our ensembles include: Wind Ensemble, Symphony Orchestra, Symphonic Band, Marching Band, Pep Band, Concert Choir, Women’s Chorus, Jazz Orchestra, Jazz Singers, Gospel Choir, Opera Workshop, Latin Jazz Ensemble, two Big Bands, several Jazz Combos, Percussion Ensemble, Flute Choir, and many various Chamber Music groups.

Q: HOW MANY FULL-TIME FACULTY MEMBERS ARE THERE AND WHAT IS THE APPROXIMATE STUDENTS TO TEACHER RATIO IN THE MUSIC DEPARTMENT?

A: There are presently twelve full-time faculty members in the music department in addition to our 35+ part-time faculty members. That means that professors are more accessible, and private instruction is only provided by seasoned faculty members rather than graduate students or TAs.

Q: IS THERE AN AMPLE AMOUNT OF SCHOLARSHIP MONEY AVAILABLE?

A: The School of Music gives out approximately $40,000 worth of scholarship awards annually, and awards range from $300-$1000 per eligible student.
Undergraduate Survival Guide
How to survive the first two weeks at SJSU School of Music and Dance

I. MAKE SURE YOU OWN A CATALOG.
   Know the courses required for your specific degree and concentration. Make sure you understand all the requirements thoroughly since the ultimate responsibility for meeting graduation is YOURS.

II. OBTAIN ADVISING SHEETS FOR YOUR DEGREE AND CONCENTRATION FROM THE MUSIC OFFICE.

III. CHECK THE STUDENT HANDBOOK FOR PIANO PROFICIENCY REQUIREMENTS.
   All students must be enrolled in 25A or 25B until they have passed their proficiency exam. Students must be enrolled in 25A or 25B in order to take the piano proficiency exam.

IV. MAKE AN APPOINTMENT WITH THE MAJOR ADVISOR (Professor Joseph Frank):
   Sign up on his door (Room 247) or call for an appointment at (408)924-4659. All students must be advised during the first semester either at the orientation meeting or individually.

   Bring: sample contracts, the contract design form, and transcripts from other schools if you are a transfer student.

   If you are not advised, a hold flag will be placed on your record which can only be lifted by the department office after you have been advised. All new students should be advised as soon as possible. If you are especially uncertain about GE requirements, make an appointment with the GE assessment center.

   Make sure you take the WST (Writing Skills Test) before your junior year or as soon as possible upon transfer. Details are available in the Schedule of Classes or the Test Evaluation Center.

V. PAY YOUR MUSIC USE FEE ($30) in the Bursar’s Office in the Student Services Center.
   Bring the receipt to the music office to obtain the Music Use Fee card that officially enrolls you in the department. You must obtain several signatures on that card, so be aware that you will be doing a bit of walking and searching for your advisor, applied lesson instructor, and ensemble director.

VI. PICK UP A COPY OF THE APPLIED MUSIC REGISTRATION FORM.
   This enables you to get the code to sign up for applied lessons. You must pay the music use fee and obtain your instructor’s signature before registering for Applied Lessons. Once you have registered for your applied lessons, a fee of $125 will be added to your account. Fees are subject to change without notice. Bills are not mailed. View your fee and payment information at https://my.sjsu.edu. Bring the Music Use Fee card with signatures and the completed and signed Applied Music Registration form to the Music Office and you will be given the appropriate code for your applied lessons. Applied lessons must be added no later than the deadline. Check with the Music Office about this deadline.

VII. ADD OR DROP YOUR CLASSES
   You may add and drop courses through TOUCH-TONE or via web registration during the period of time listed in the online Schedule of Classes (Instructions, Policies, and Procedures). ATTEND THE FIRST CLASS MEETING so that the instructor does not drop you.
Survival Guide (cont.)
how to survive the first 2 weeks at SJ\textit{SU} School of Music and Dance

To \textit{add} a course, obtain an individual add code from the instructor, which, along with the course code, you punch in through TOUCH-TONE or web registration within the given deadlines.

To \textit{late-add}, you must obtain the signatures of the appropriate individuals as listed on the late-add form (obtainable from A&R).

To \textit{drop}, follow the directions for dropping during the first week. If you do not attend the first class meeting the instructor has the option to drop you. Dropping after the TOUCH-TONE period will require paperwork and signatures. Get the forms from Admissions and Records.

\textbf{VIII. SCHOLARSHIP RECIPIENTS:}
See the School Budget Analyst for information concerning scholarships (Mus 165). You must adhere to all requirements of your scholarship in order to continue to receive it.

\textbf{IX. PLACEMENT AUDITIONS:}
a. All new, returning, and transfer students must complete a placement audition in respective applied areas during the examination days before classes start.
b. \textbf{All transfer students} must complete a Systems/Theory placement exam also offered \textit{only} during this time. If you do not attend you will automatically be placed in MuSys 1AB since the exam will not be offered again until the end of the semester.
c. All freshman students must complete a Systems/Theory placement exam during the first meeting of Musc 1A or Musc 9A.
d. For ensemble auditions, consult appropriate directors. Exact dates and times are listed in the online Schedule of Classes.

\textbf{X. CONTRACT DESIGN FOR BA STUDENTS:}
All BA students must design a contract to include specific concentration or emphasis no later than the first year at SJ\textit{SU}.
Get all the information from the music and see the undergraduate advisor.

\textbf{XI. BACHELOR OF MUSIC DEGREE:}
The Bachelor of Music in performance or composition is a professional degree screened by audition only. Students interested should express interest at the first placement audition and follow instructions given by the respective applied faculty. If approved, students may switch to the BM degree at any time but must note that all requirements must be completed for the BM degree. See advisement sheets for concentrations and requirements. Bachelor of Music in Music Education students must meet with the Coordinator of Music Education at the beginning of each semester for advisement.

\textbf{XII. ACADEMIC STANDARDS:}
Music students are encouraged to maintain high academic standards and level of applied performance. While an average of "C" in all major course work is required, students are encouraged to maintain a minimum of 3.0 GPA in order the meet minimum standards for many graduate schools. Note that a minimum grade of "C-" must be met in all music courses.
All students will be required to pass jury examinations in respective applied areas at the end of each semester. Failure to pass jury examinations will result in probation or possible dismissal from the program.
Students are encouraged to attend the many live faculty and student performances available on campus and in the greater Bay Area. If you are a transfer student on financial aid and have not yet received a GE checklist of confirmation of junior standing as needed for financial aid, please see Professor Frank. Note that all transfer students must take the Advanced GE, including 100W. Arrange to take the WST as soon as possible so that you may enroll in Advanced GE courses.