

University of Colorado Denver

College of Arts & Media

# Music & Entertainment Industry Studies Student Handbook



CAMRECORDS presents



The Music & Entertainment Industry Studies Department publishes the Student Handbook which includes general information and rules concerning University of Colorado Denver Undergraduate Music Students.

Unless indicated, this information applies to all students in all Music Majors and Minors.

University of Colorado Denver Undergraduate Music Students are responsible for reading and following the requirements and guidelines described within.

If there are questions about this material, please contact:

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University of Colorado Denver

## College of Arts & Media

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University of Colorado Denver  
College of Arts & Media  
Department of Music & Entertainment Industry Studies

## Student Handbook

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## I. OVERVIEW

### A. Bachelor of Science Degree in Music – Music Majors

The University of Colorado Denver Music Department offers a Bachelor of Science degree in Music, (BSM) in the following areas:

- Recording Arts
- Music Business
- Performance
- Music Industry Studies (MIS)
  - Technology
  - Music Business

Bachelor's Program information is outlined in this document.

### B. Music Minors

The University of Colorado Denver Music Department offers Minors in Music in the following areas:

- General Musicianship
- Music Industry Studies

Music Minor information is outlined in this document.

### C. Masters of Science Degree in Recording Arts

The University of Colorado Denver Music Department offers a Master of Science degree in Recording Arts.

Master's Program information is **not** outlined in this document. Specific information about the Master's Program can be found at <http://cam.cudenver.edu/meis> > Master of Science Degree in Recording Arts Program (MS).

## II. ACADEMIC POLICIES AND PROCEDURES

### A. Admission of Undergraduate Students

1. Information about entrance requirements and deadlines to undergraduate Music Programs can be found at <http://cam.cudenver.edu/meis> > MEIS Major and Minor Entrance Requirements. *Please note:* Application deadlines are strictly enforced.
2. Students seeking undergraduate admission to Music Programs must first apply by the established deadline, and pay the registration fee to the University of Colorado Denver. Information can be found at <http://www.cudenver.edu/admissions>. Please contact the Office of Admissions at 303.556.2704 with any questions regarding the application. It is advisable to plan well ahead of the deadline so that transcripts and/or test scores can be received and evaluated by University of Colorado Denver's Admissions and Records Office. Incomplete applications will not be considered. **Please note:** Applications for the Music Program are considered for the Fall semester only. The College of Arts & Media will not admit any freshman or transfer Music Majors or Minors in the Spring or Summer semesters.
3. Prior to seeking admission to undergraduate Music Programs, all students are required to complete a Music Aptitude Exam by the established departmental deadline. University of Colorado Denver uses the AMMA (Advanced Measures of Music Audiation) Exam. Students must register for the Exam by contacting the Music Office at 303.556.2279.
4. Also by the application deadline, all students seeking admission to Music Programs are required to either audition on their primary instrument, or complete an Audition Deferment Form.
  - a. \*INSTRUMENTAL OR VOCAL AUDITION FOR AUDITION-BASED STUDENTS – All students interested in entering under the Audition-based track as Recording Arts, Music Business, or Performance Majors or General Musicianship Minors are required to perform an audition of prepared repertoire and sight-reading at a level comparable to the talented high-school musician. Students demonstrating poor music performance abilities will

be denied admission to the Audition-based track in the Music Program. Students are expected to provide their own accompanist. Auditions can be scheduled throughout the year. To arrange for an audition, prospective students need to contact the area head for their instrument. Contact information can be obtained at the Music Office at 303.556.2279.

- i. All students transferring from the College of Music at CU-Boulder must re-audition on the Denver campus.
  - ii. Students who were accepted to the University but did not attend must re-audition if more than a year has passed since their initial acceptance.
  - iii. All former University of Colorado Denver Music students who have not passed their Sophomore Proficiency, and have been absent from the University for more than a year, must re-audition in order to be readmitted.
- b. AUDITION DEFERMENT FOR MIS STUDENTS – All students interested in entering under the Music Industry Studies Major or Minor are required to fill out an Audition Deferment Form in lieu of an audition. The form can be obtained either at the Music Office in AR 288 or at <http://cam.cudenver.edu/meis> > Audition Deferment Form. Students who do not submit the Audition Deferment Form by the official application deadline risk non-acceptance by the Office of Admission and Records.

5. MUSIC THEORY PLACEMENT EXAM – PMUS 1100 Music Theory I is a curricular requirement for all students in the Bachelor of Science in Music Programs. In order to qualify for PMUS 1100 Music Theory I, students must attain a satisfactory score on the Music Theory Placement exam. Students scoring poorly on the exam will be advised into PMUS 1020 Beginning Musicianship. This requirement will be waived for transfer students who have successfully passed music theory courses at their previous university and students who have completed the Beginning Musicianship course. **Note:** The placement exam is administered online and is available for students to take anytime. This exam must be taken before registering for any Music Theory class to ensure proper placement. A link to the placement exam is available through the CAM website at <http://cam.cudenver.edu/meis> > Pass Your Theory Placement Exam.

6. TRANSFER OF COLLEGE-LEVEL CREDIT – The Admissions and Records Office and the College of Arts & Media cannot make an official evaluation of credits from another collegiate institution or give specific degree advisement until complete and official credentials are on file and the applicant has been admitted to the University of Colorado Denver. In general, transfer credits from other accredited collegiate institutions will be accepted insofar as they meet the degree, grade, and residence requirements of the student's chosen program of study at the University. The Department of Music & Entertainment Industry Studies reserves the right to require prerequisite courses where deficiencies are noted.

Prior to registration, transfer students make an appointment with a CAM academic advisor. If a student has not been accepted to the University prior to their advising appointment, it will be necessary to bring a student copy of transcripts from all previously attended institutions. Initial advising regarding transfer credits is unofficial pending the Official Transcript Evaluation from the Office of Admissions and Records.

7. TRANSFER OF APPLIED MUSIC CREDIT – Transferring applied music credits from previous collegiate institutions is contingent upon the quality of audition played when seeking admission to the Music Department. Recommendation to transfer applied music credits will be made by the applied instructor.

- a. Students transferring two or more years of applied music study from other institutions may satisfy the Bachelor of Science in Music applied music credit requirement.
- b. Students with significantly advanced musical background may achieve a higher level of applied music instruction through the audition. These students must still satisfy the full associated credit hours for completion of the program.

8. ADMISSION DEFERMENT – Students who are admitted to the Music Department cannot defer their admission to a semester different than the one under which they submitted an application.

## B. Registration

1. Information regarding all registration procedures and policies can be found at <http://www.cudenver.edu> > Registrar. Please consult the Academic Calendar for published deadlines for each term.

2. Please contact the Bursar's Office for information regarding the enrollment and billing policy at 303.556.2710 or <http://www.cudenver.edu> > Admissions > Bursar.

### **C. Academic Advising**

1. New freshmen and transfer students with less than 30 transfer credit hours make an appointment at the Academic Advising Center at 303.352.3520 for initial advising. These students will be introduced to the University and its policies, as well as the University Core requirements.
2. Basic Degree requirements will be explained at the student's initial advising appointment, although students are encouraged to consult with the College of Arts & Media Advising Office at 303.556.2279 should they have particular questions about the Music Program.
3. All students should consult a CAM Advisor, who assists in the transition from the Academic Advising Center to the College. The CAM Advisor will assist with the Core, Major, Degree, and College requirements, as well as schedule planning, course sequencing advice and academic policies. The CAM Advisor also assists with graduation and commencement procedures.
4. Advising STOPs will be placed on student's registration periodically throughout their academic career as Arts & Media students. Students will be notified in advance of this STOP by e-mail. Students are required to consult the CAM Advisor in order to get this STOP lifted.
5. For CAM Advising information or questions, contact the CAM Advising Office in AR 177 or at 303.556.2279.

### **D. Continuing Academic Evaluation**

1. The following minimum standard has been adopted for the continuing academic evaluation of all Music Majors at University of Colorado Denver: 2.00 overall CU GPA.
2. Grades of a C- or below (below 2.00) in the area of concentration will not carry credit toward the Bachelor of Science in Music degree and must be retaken.
3. Students can be awarded honors based upon cumulative GPA at the time of graduation. Please see current the University of Colorado Denver Catalog for more information regarding honors requirements.

### **E. Academic Probation**

Any student who does not maintain the minimum academic standards set by the Department (overall CU GPA of 2.00) will be placed on Academic Probation. Please see the current University of Colorado Denver Catalog for more information regarding academic probation and scholastic suspension.

### **F. Incomplete Grades – IW/IF**

1. The grades of IW (Incomplete-Withdrawal) or IF (Incomplete-Failure) are temporary suspensions of the letter grade. An incomplete grade is assigned only when a student is unable to complete all the necessary requirements for a course when unusual circumstances exist and are verified by the student to the instructor and Music Department Chair's satisfaction. Circumstances must be clearly beyond the student's control and have made completion of the course impossible, for example, an illness or death in the family. It is not the purview of the instructor to assign an Incomplete. Recommendation of an Incomplete is made by the instructor to the Chair of the Music Department.
2. In order to request an incomplete grade:
  - a. The student must submit a "Course Completion Agreement" to the CAM Advising Office. Students are responsible for gathering all required signatures.
  - b. The course requirements must be completed within one academic year. When the course requirements are completed, the incomplete grade will be changed to the letter grade earned. If the course requirements are not completed within one academic year, the grade of IW will convert to a W (Withdrawal) and an IF will convert to an F. Incomplete grades will not be changed after the one-year time period has elapsed.
3. In order to appear on the College of Arts & Media graduation lists, a student must complete IW's or IF's before the last day of classes in the semester in which the student intends to graduate.

## G. Pass/Fail Option

1. Up to 16 semester hours of course work may be taken on a Pass/Fail basis. Students must consult with a College of Arts & Media Academic Advisor for information regarding the courses that may be taken on a Pass/Fail basis and still count towards graduation.
2. Courses required in the Major or Minor cannot be taken Pass/Fail (with the exception of PMUS 1500 General Recital).
3. Only 6 hours of course work can be taken Pass/Fail in any given semester.

## H. Residence Requirements

A student must earn at least 30 credit hours in residence while enrolled as a degree student at University of Colorado Denver.

## I. Withdrawal from the University

To withdraw from the University, the student must obtain approval of the Dean of the College of Arts & Media, the Finance Office, and the Office of Admissions and Records. A student who ceases to attend classes without officially withdrawing will receive a grade of F for all course work during that term.

## J. Student Conduct, Policies, and Standards

When a student enrolls in the University of Colorado Denver, he or she agrees to participate meaningfully and positively in the life of the University and to share in the obligation to preserve and promote its educational endeavors. The Code of Student Conduct governs student behavior on campus to support the educational environment at the University of Colorado Denver. It prohibits obstruction and interference of movement on campus, disruption of activities on campus, theft, possession of dangerous weapons, sale and use of drugs, and physical or sexual harassment.

See the Code of Student Conduct brochure for specific policies and procedures. The brochure is available in the Office of Student Life, Tivoli Student Union Room 303. For further information, contact Student Life at 303.556.3399 or <http://www.cudenver.edu> > Student Life.

Instructors may establish a further code of conduct as articulated in their course syllabi.

## III. APPLIED MUSIC INSTRUCTION (Audition-based Performance, Recording Arts, and Music Business Majors and General Musicianship Minors) \*

### A. Applied Music Courses \*

**Note:** *Applied Music instruction is offered in two ways, and is specific to degree program. Below are requirements for Audition-based students only. Requirements for MIS students are listed under the section "APPLIED MUSIC INSTRUCTION (MIS Majors and Minors)."*

1. Due to the cohort nature of the Program, Audition-based students (Performance, Recording Arts, and Music Business Majors) at the University of Colorado Denver are expected to begin applied music instruction on their principle performance medium during their first semester of residency.
2. Audition-based applied music instruction is offered only to Audition-based students (Performance, Recording Arts, and Music Business Majors and General Musicianship Minors).
3. Audition-based students register for 2-credit, ½-hour lessons. Students may register for 3-credit, 1-hour lessons only after passing their Sophomore Proficiency Exam and having been accepted into the Performance Emphasis.

4. Only after contacting the applied lesson instructor, can students obtain the call number from the Music Office to register for applied lessons.

5. The following are co-requisites of all Audition-based applied courses. Each student enrolled in an Audition-based applied music course is *required* to:

- a. Register for a Music Performance Ensemble;
- b. Register for PMUS 1500: General Recital (Pass/Fail);
- c. Register for at least 7 additional academic credit hours;
- d. Perform a jury at the end of the semester;
- e. Perform in a solo capacity on a General Recital. (Music Minors are encouraged, but not required, to perform on a General Recital program.)

Students who perform a Junior or Senior Recital are exempt from performing on a General Recital and Jury requirements for that semester. For more information, please refer to the sections in this handbook entitled "Applied Music Juries," "Sophomore Proficiency Examination," "Music Performance Ensembles," and "Recitals."

6. All students must arrange their applied music instruction schedule directly with the applied music instructor during the first week of classes. Students are responsible for contacting their individual instructors to set up applied lessons.

7. No student is allowed to enroll for two applied courses concurrently.

8. Students cannot change their primary applied instrument except with the approval of the prospective applied instructor and the Music Department Chair.

## **B. Applied Music Juries \***

1. At the end of every semester, the Music Department schedules Applied Juries and Sophomore Proficiencies. (See "Sophomore Proficiency" section.) All Audition-based students must perform a jury at the end of each semester of applied study. The jury panel will consist of the student's applied instructor plus two other music faculty.

2. Repertoire performed in an applied music jury should be representative of that semester's study.

3. During the last few weeks of each semester, a jury schedule sign-up is posted on the bulletin board outside the Music Office in AR 288. It is the student's responsibility to sign-up for a time to perform their jury.

4. Students who fail to perform an applied music jury will be placed on Performance Probation. These students have ONE SEMESTER to reschedule and successfully complete the jury. Failing to do so, the student will be advised out of the Program. No further applied study will be granted until the jury is successfully completed. Students are FULLY responsible for ALL DETAILS in rescheduling the jury. This includes scheduling a room and arranging for the appropriate faculty to be present.

5. Students who fail their applied music jury will be placed on Performance Probation. These students have ONE SEMESTER to reschedule and successfully complete the jury. Failing to do so, the student will be advised out of the Program. No further applied study will be granted until the jury is successfully completed. Students are FULLY responsible for ALL DETAILS in rescheduling the jury. This includes scheduling a room and arranging for the appropriate faculty to be present.

## **C. Sophomore Proficiency Examination \***

1. The Sophomore Proficiency Examination is a performance examination given at the conclusion of the fourth semester of applied study (in place of an applied music jury). The Sophomore Proficiency Examination is intended to ensure reasonable performance capabilities by all students enrolled in the Bachelor of Science in Music Programs. This exam should be taken by the time the student has achieved junior standing.

2. Standards and appropriate repertoire for the Sophomore Proficiency can be obtained from the applied music instructor.

3. During the last few weeks of each semester, a Sophomore Proficiency schedule sign-up is posted on the bulletin board outside the Music Office in AR 288. It is the student's responsibility to sign-up for a time to perform their Sophomore Proficiency.

4. Students wishing to enter the Performance emphasis should declare their intention at or before the time of the Sophomore Proficiency Examination. The music faculty in attendance and the applied instructor will make a recommendation at that time.

5. Students who fail to perform their Sophomore Proficiency will be placed on Performance Probation. These students have ONE SEMESTER to reschedule and successfully complete their Sophomore Proficiency. Failing to do so, the student will be advised out of the Program. No further applied study will be granted until the Sophomore Proficiency is successfully completed. Students are FULLY responsible for ALL DETAILS in rescheduling the Sophomore Proficiency. This includes scheduling a room and arranging for the appropriate faculty to be present.

6. Students who fail their Sophomore Proficiency will be placed on Performance Probation. These students have ONE SEMESTER to reschedule and successfully pass the Sophomore Proficiency. Failing to do so, the student will be advised out of the Program. No further applied study will be granted until the Sophomore Proficiency is successfully completed. Students are FULLY responsible for ALL DETAILS in rescheduling the Sophomore Proficiency. This includes scheduling a room and arranging for the appropriate faculty to be present.

#### **D. Recital Performances \***

1. GENERAL RECITALS – All Audition-based Majors enrolled in applied study (excluding students presenting a junior or senior recital in the semester) must perform in a solo capacity (or solo with accompaniment) at least once a semester. Dates for General Recital requirements are posted on the Music Department bulletin board each semester.

Any student failing to perform on a General Recital will be placed on Performance Probation and will not be eligible to enroll for any further applied study until the requirement is met. Make-up recitals are scheduled the first Friday of each semester. Students have only one semester to make-up this requirement or risk being advised out of the Program.

Participants should be dressed in appropriate performance attire and adhere to proper performance deportment. Students should make contact with their applied lesson instructor for specific General Recital Performance requirements.

2. JUNIOR & SENIOR RECITALS – All Performance Majors are required to perform a Junior Recital during the course of their Junior year, and a Senior Recital during the course of their Senior year. Students performing a Junior or Senior Recital are exempt from performing on a General Recital as well as completing a jury for that semester. Students performing a Senior Recital must register for PMUS 4200 (Senior Project) as well as coordinate with their applied instructor. Students performing a Junior Recital do not register for PMUS 4200. The applied instructor must be in attendance at the recital performance, and is not permitted to perform in any capacity during the recital.

In a semester that a student will perform a Junior or Senior Recital, a preview must be performed two to four weeks in advance of the recital. The student's applied teacher must approve the preview date by the second week of that semester. The student will make all the arrangements, including having at least two music faculty present, in addition to the applied instructor, to determine if the performance is at an acceptable level of quality. Students performing at an unacceptable level will not be permitted to perform a recital and the recital will be canceled for that semester. The preview shall consist of the selections to be performed at the recital.

The CAM Events Manager will assist students in the necessary arrangements for the recital by appointment, including room reservations. Please contact the CAM Events Manager for further information. Students must adhere to all guidelines and requirements as provided by the CAM Events Manager. Students may request the Music Office create a program for their recital. Students must adhere to all provided deadlines and specifications in order to have the Music Office create a program.

#### **E. Performance Probation \***

1. The Music Department has set minimum performance standards for all Audition-based Majors. Failure to meet these standards will result in Performance Probation. Grounds for Performance Probation include:

- a. Receipt of a grade of C- or below (below 2.00) in an applied music course.
- b. Failure to perform on a General Recital.
- c. Failure to perform an applied music Jury or Sophomore Proficiency Examination.
- d. Failing an applied music Jury or Sophomore Proficiency Examination.
- e. Failing a Junior or Senior Recital

Students who have been placed on Performance Probation will be reviewed at the end of one semester. If the deficiencies have not been remedied, the student will be advised out of the Program.

Students who have their Junior or Senior recital denied, must register for a semester of applied lessons in the subsequent semester following the denied recital. Failure to register for lessons in the subsequent semester will result in suspension from the performance program. The student must register for applied lessons through extended studies with the applied instructor from the denied semester. The student is not allowed to register for applied lessons through MEIS until a preview is rescheduled and approved. If the second preview is denied, the student will be suspended from the performance program.

#### **IV. APPLIED MUSIC INSTRUCTION (MIS Majors and Minors)**

**Note:** *Applied Music instruction is offered in two ways, and is specific to degree program. Below are requirements for MIS students only. Requirements for Audition-based students are listed under the section "APPLIED MUSIC INSTRUCTION (Audition-based Performance, Recording Arts, and Music Business Majors and General Musicianship Minors)."*

##### **A. Applied Music Courses**

1. MIS students can take Applied Lessons for MIS Majors listed as PMUS 1400 or PMUS 1800.
2. MIS applied music instruction is offered only to MIS Majors and Minors.
3. MIS students register for 2-credit, ½ hour lessons. MIS Students are required to take two semesters of Applied Lessons. A third semester is optional as a performance elective.
4. Only after contacting the applied lesson instructor, can students obtain the call number from the Music Office to register for applied lessons.
5. The following are co-requisites of all MIS applied courses. Each MIS student enrolled in an applied music course is *required* to:
  - a. Register for PMUS 1500: General Recital (Pass/Fail);
  - b. Register for at least 7 additional academic credit hours;
6. MIS students enrolled in an applied music course are encouraged, but not required, to perform in a solo capacity on a General Recital.
7. All MIS students must arrange their applied music instruction schedule directly with the applied instructor during the first week of classes. Students are responsible for contacting their individual instructors to set up applied lessons.
8. No student is allowed to enroll for two applied courses concurrently.

#### **V. MUSIC COURSES**

##### **A. Piano Class**

1. All Music Majors are required to demonstrate a minimum level of proficiency in Piano.
  - a. Audition-based Majors must demonstrate 4 semesters (4 credits) of proficiency in Piano Class (PMUS 1023). Students who successfully audition on Piano are exempt from the Piano Proficiency requirement. These students must replace the 4 semesters with appropriate performance courses.
  - b. MIS Majors must demonstrate 2 semesters (2 credits) of proficiency in Piano Class (PMUS 1023). They can then choose Piano Class, Voice Class, and/or Class Guitar for 2 additional semesters (2 credits).
2. Any student who can demonstrate the minimum level of proficiency in Piano (by taking the Piano Proficiency/Placement Exam) must take other performance courses to replace the required number of credit hours in Piano Class. When the Piano

Class requirement is completed, a statement of piano proficiency will be placed in the student's academic file. All non-pianists should register for Piano Class during the first semester of residency.

3. Piano Class (PMUS 1023) is a required co-requisite to the first three semesters of Music Theory (MUS 1100, 1200 and 2100) and Ear Training & Sight Singing (MUS 1110, 1210, and 2110). This requirement may be waived upon successful completion of the Piano Proficiency/Placement Exam.

## **B. Music Theory and Ear Training & Sight Singing**

1. Music Theory courses and Ear Training & Sight Singing courses are co-requisites of one another at the same level. Piano Class is a co-requisite of both courses. If a student drops either Music Theory or Ear Training & Sight Singing for any reason, they are required to drop the co-requisites with the exception of Piano Class. Additionally, a student may register for Piano Class without being in Music Theory and Ear Training & Sight Singing Courses.

2. In order to qualify for Music Theory courses, students must attain a satisfactory score on the Music Theory Placement exam. **Please Note:** The placement exam is administered online and is available for students to take anytime. This exam must be taken before registering for any Music Theory class to ensure proper placement. A link to the placement exam is available through the CAM website at <http://cam.cudenver.edu/meis> > Pass Your Theory Placement Exam.

## **C. General Recital**

As a requirement for PMUS 1500 General Recital, students must attend 10 music performance events during the semester. Students must refer to the course syllabus for the requirements to verify attendance to events. PMUS 1500 is a Pass/Fail requirement for zero credit hours. Students attending less than the number of prescribed recitals/events will receive a grade of F and be required to repeat the course. NO RETROACTIVE GRADE CHANGES WILL BE MADE.

## **D. Music Performance Ensembles**

1. The Department of Music & Entertainment Industry Studies offers a wide variety of performance experiences, including pop, rock, and jazz. The course listing in the Schedule of Classes is printed as PMUS 2000 (lower division) and as PMUS 4000 (upper division). Students registered for lower division and MIS applied lessons should register for PMUS 2000. Students registered for upper division applied lessons should register for PMUS 4000.

2. Ensembles are open to all students. Ensemble descriptions can be found at <http://cam.cudenver.edu/meis> > Ensemble Information. Participation in an ensemble requires the consent of the instructor through an audition. Students should be prepared to audition prior to, or during the first week of classes each semester. Most auditions are held at the first class meeting. Please contact the director of the ensemble for audition information.

## **E. Guitar Students: Commercial Guitar Styles Harmony & Melody \***

All guitar students are required to take one semester each of PMUS 1093 & 1094: Commercial Guitar Styles Harmony & Melody in addition to the required semesters of Applied Guitar study.

## **VI. THE RECORDING ARTS EMPHASIS OF THE BSM: UPPER DIVISION AUDIO PRODUCTION COURSES**

### **A. Audio Production Entrance**

Any student who is interested in pursuing the Recording Arts or MIS-Technology emphases must apply and be accepted to the Program. Students who should consider applying are those who are interested in taking the 3000/4000 level Audio Production courses (e.g. Audio Production III, Surround Sound, etc.) and who have fulfilled all the other entrance requirements (junior standing, completion of required coursework, etc.). Applications are accepted only in the Spring semester for entrance into the upper division courses the following Fall. Please contact the Music Office at 303.556.2279 for complete entrance requirements and deadlines. No student is allowed to take the upper division courses in this area without being accepted into the Program.

## **VII. MUSIC STUDENT RESOURCES**

### **A. Practice Rooms**

1. The music practice rooms are controlled by a combination lock. The Music Office will give out the combination to declared Music Majors, Minors, and students that are currently taking a Performance Music Course. Students must have a current Student ID in order to obtain the practice room codes.
2. Music practice rooms (AR 290 B-J, M-U) are available during building hours only, and on a first-come, first-served basis. Use of AR 290 M-U is restricted to University of Colorado Denver Music Majors Only. Students are not to give the combination to this suite to non-Music Majors. AR 290 Q and R have limited access to students, and access procedures and policies are available through the Music Office in AR 288. AR 290 B-J is available to any student taking a University of Colorado Denver Performance Music course – regardless of Major – and to Community College of Denver music students.
3. Maintenance of the practice room facilities and the instruments are important to our Music Department. Students' comments on the condition of the instruments and facilities are encouraged. Please inform the Music Office in AR 288 of any repairs or improvements needed.
4. Students must be respectful when using practice room facilities. The decibel level must be kept within bounds in order not to interfere with students using nearby rooms. If any student is too loud they will be asked to leave the practice rooms. Repeated problems will result in loss of practice room privileges, at the discretion of the Music Department.
5. Under no circumstances are practice room doors to be propped open. This is a serious safety risk and might result in the loss of practice room privileges.
6. Food, beverages, and smoking are NOT ALLOWED in the practice rooms. Violation of this rule will result in denied further use of rooms. Additional disciplinary action may be sought for violation of the Student Code of Conduct.

### **B. Lockers**

1. Music students wishing to use a locker should contact the CAM Advising Office in Arts Building, Suite 177 at the beginning of each semester. Lockers are assigned on a first-come, first-served basis to CAM students.
2. Each student is responsible for providing the locks needed to secure their locker.
3. Students must remove all personal belongings at the end of each semester. Any personal belongings left in the lockers after the posted clean-out date will be discarded. Nothing is allowed to remain in the lockers over breaks.

### **C. Student Organizations**

1. AES – The Audio Engineering Society, Student Chapter is the student branch of the Audio Engineering Society (AES). AES is an international organization of Audio Professionals and students involved in all aspects of professional audio. The organization holds international conferences and local meetings (both student and professional) as well as maintains numerous resources including internship information, a newsletter, and AES-sponsored trips and activities.
2. MEISA – The Music & Entertainment Industry Student Association (MEISA) is the student branch of the Music & Entertainment Industry Educators Association (MEIEA). MEISA is an international organization with a specific focus on Music Business, but is open to all students involved in Music. The organization holds national conferences and provides numerous resources including internship information, networking, job placement database, a newsletter, and MEISA-sponsored trips and activities.

### **D. Internships**

An Internship is an opportunity for students to earn academic credit while participating in a real-world environment that closely mirrors what they might expect upon graduating into the work force. Internships entail designed experiences involving application of specific concepts, as well as skills in a supervised employment situation.

The following are prerequisites for all internships:

- a. Junior standing (defined as having completed at least 60 total credit hours)
- b. Cumulative GPA of at least 2.75
- c. Must be enrolled in a degree program in the College of Arts & Media
- d. Satisfactory completion (defined as cumulative GPA of at least 2.75) of a minimum of 15 credit hours at the University of Colorado Denver

**Music Business Majors:** In addition to the above requirements, the faculty of the Music Business Program has established a minimum of B/3.0 average in MUS 2700 Music Business I and MUS 2710 Music Business II combined for consideration of faculty sponsorship of Music Business or MIS/Business internships. Further, students in the Music Business Program are required to have a minimum 3.0 GPA in all Music Business courses. This GPA will be evidenced by the student and confirmed by the Music Business faculty. Please see the “Internship Guidelines – MEIS” handout for specific information.

**Recording Arts & MIS/Tech Majors:** In addition to the above requirements, the faculty of the Recording Arts Program has established a requirement of formal acceptance to the Recording Arts Program for consideration of faculty sponsorship of Recording Arts internships. Please see the “Internship Guidelines – MEIS” handout for specific information.