# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyASU</td>
<td>3</td>
</tr>
<tr>
<td>University Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Academic Integrity and Student Code of Conduct</td>
<td>3</td>
</tr>
<tr>
<td>Advising</td>
<td>3</td>
</tr>
<tr>
<td>Concurrent Degrees</td>
<td>3</td>
</tr>
<tr>
<td>Studio Instruction</td>
<td>4</td>
</tr>
<tr>
<td>Fees</td>
<td>4</td>
</tr>
<tr>
<td>Practice Rooms</td>
<td>4</td>
</tr>
<tr>
<td>Applied Music Level Advancement</td>
<td>4</td>
</tr>
<tr>
<td>Showcase Recitals</td>
<td>4</td>
</tr>
<tr>
<td>Student ListServs</td>
<td>5</td>
</tr>
<tr>
<td>Scheduling Recitals</td>
<td>6</td>
</tr>
<tr>
<td>Collaborative Piano Pool</td>
<td>6</td>
</tr>
<tr>
<td>Locker Rentals</td>
<td>6</td>
</tr>
<tr>
<td>Instrument Rentals</td>
<td>6</td>
</tr>
<tr>
<td>Applying for Graduation</td>
<td>6</td>
</tr>
<tr>
<td>Musicians’ Health and Safety</td>
<td>7</td>
</tr>
<tr>
<td>Gmail for ASU</td>
<td>8</td>
</tr>
</tbody>
</table>
MyASU

You can manage most of your academic affairs through MyASU (http://my.asu.edu). You may use this site to check your ASU Gmail, enroll for classes, check on any outstanding balance, view your grades, etc. As well, remember to update your contact information by clicking the PROFILE tab in the top center. If we need to contact you for any reason, this is the contact information we will use.

UNIVERSITY CORRESPONDENCE

Note that almost all official ASU business is sent electronically—but only to your ASU email address. We have found in that past that when some students have their ASU email forwarded to another account, some of it may get lost or end up in your spam folder. To avoid this, check your ASU Gmail account often. A brief tutorial on checking the settings of your ASU Gmail account is included at the end of this handbook.

ACADEMIC INTEGRITY AND STUDENT CODE OF CONDUCT

The University and the School of Music expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the University or other sanctions as specified in the University Student Academic Integrity Policy, which lists violations in detail. These violations fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignment.
- Plagiarizing.
- Academic deceit, such as fabricating data or information.
- Aiding academic integrity policy violations and inappropriately collaborating.
- Falsifying academic records.

In addition, ASU adheres to a University-wide Student Code of Conduct. The philosophy behind this policy states:

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.

ADVISING

Advising is provided through the Herberger Institute Office of Student Success, and is mandatory until you have completed 60 semester hours and strongly recommended for the remainder of your degree program. Schedule an appointment on the Advising website.

CONCURRENT DEGREES

You may pursue more than one baccalaureate degree if prior approval is granted by the Standards Committee(s) of the college(s) offering the degrees. You may receive concurrent degrees if you have met the minimum requirements for both degrees. You may petition to be allowed to pursue concurrent degrees once you have taken a minimum of 12 hours in each major, usually no earlier than the end of your freshman year. Please consult with your advisor regarding instructions and deadlines for petitions.

Modified 09/11/15. The most current version of the Undergraduate Music Handbook may be found here.
STUDIO INSTRUCTION

All music majors are required to take applied instruction on their primary instrument. The number of semesters for which students enroll is determined by their specific degree plan. Each student is assigned a studio faculty member; specific sections are available in the online Class Search/Course Catalog each semester.

Studio instruction consists of both an individual lesson each week as well as studio classes for your instrument and monthly recitals for your performance area. Attendance is required for each of these components. The schedules vary by area and faculty member; please consult your studio instructor for specific times.

Many studio instructors also require attendance at recitals throughout the semester. Consult with your teacher and the requirements stated in your syllabus for specific information concerning this requirement.

FEES

All students enrolled in studio instruction pay a course fee in addition to the tuition for that class. Fees for the upcoming academic year are $150.00 for each semester of enrollment.

PRACTICE ROOMS

Practice rooms are available without charge to all ASU Herberger Institute School of Music students. These are located on the south corridor of the first floor of the west wing, and on the third and fifth floors of the east wing. Each room is equipped with a piano. You must provide your own music stand. Practice room hours are:

- Monday to Friday 7 a.m. to 11:30 p.m.
- Saturday to Sunday 8 a.m. 11:30 p.m.

Practice rooms are available on a first come, first served basis. You may not reserve practice rooms in advance and may not hold practice rooms by leaving personal items in the room. Specialized practice rooms are available for piano performance, organ performance and percussion students. Please consult with the faculty in those areas for guidelines concerning their use. Observe basic security while using practice rooms. Do not leave personal items unattended and check for personal belongings when you vacate the room.

Unsanctioned teaching by students in University facilities is strictly prohibited by the Arizona Board of Regents (Policy 5-303 Prohibited Conduct #16 and Policy 5-308 Student Code of Conduct F. #9) and subject to disciplinary action. Unsanctioned teaching includes but is not limited to any instruction (e.g. private lessons or classes) for personal income using School of Music practice rooms, classrooms, and/or instruments. In addition, the following is excerpted from the ASU Academic Affairs Manual ACD 123 Misuse of University Assets policy:

ASU is responsible for the appropriate use of its assets. In substantiated cases of misuse of those assets, it is the policy of the university to obtain full restitution, to impose administrative sanctions, and to refer violations of criminal statutes for prosecution. “University assets” are items of tangible or intangible property owned by ASU [and] include buildings, equipment, furniture. “Misuse” includes the illegal use of university assets that result in gain to the individual or a third party and no benefit to the university. Examples include but are not limited to using university assets for personal or non-ASU purposes; acts that reduce the value of university assets, and have not been expressly authorized by ASU.

APPLIED MUSIC LEVEL ADVANCEMENT

Advancement from one applied level to the next is based on specific requirements as approved by each applied area and will be accomplished through the performance of a jury examination before the area faculty. The School of Music website includes additional information on jury exams.

SHOWCASE RECITALS

All music majors are required to attend the two School of Music Showcase Recitals scheduled each semester on designated Wednesdays from 12–12:50 p.m. It is important to keep this hour clear in your schedule. Consult your studio instruction syllabus for the dates of the Showcase Recitals each semester.
STUDENT LISTSERVS

The Music Undergraduate Students ListServ (MUSICUS) is a platform for informal communication among undergraduate students. To enroll in the MUSICUS ListServ, send the following email from your ASU.EDU email account:

To: listserv@asu.edu
Subject: SUBSCRIBE
Body: Subscribe MUSICUS Your Name

The New Music ListServ (NEWMUSIC) exists for students to be able to connect with each other to organize informal score readings. The group is open to both undergraduate and graduate music majors. To enroll in the NEWMUSIC ListServ, send the following email from your ASU.EDU email account:

To: listserv@asu.edu
Subject: SUBSCRIBE
Body: Subscribe NEWMUSIC Your Name
SCHEDULING RECITALS

School of Music facilities are available for student recitals that are required for your degree program or by your instructor. Students can schedule a total of two recitals each semester. Recitals that do not meet the following criteria may not be scheduled in School of Music facilities.

- **Degree recital**: a recital for which you will earn performance credit under course numbers MUP 495 (a ½ recital of ordinarily 30 minutes) or 496 (a full recital of ordinarily 45-60 minutes). Repertoire to be determined in consultation with your instructor.
- **Non-degree recital**: a recital required by your instructor but will not be graded for performance credit. Length and repertoire to be determined in consultation with your instructor.

Recital dates are non-transferable and a scheduled recital time may not be used for any other purpose. You must cancel any recital date that will not be used for an approved student recital. Cancelling your recital may result in forfeiture of your recital fee. It is important for you to know your schedule and the availability of your instructor and recital participants at the time that you request your recital date.

To schedule your recital and review complete recital policies and procedures, go to the [Student Recitals website](#).

COLLABORATIVE PIANO POOL

The Collaborative Piano Pool pairs pianists with singers and instrumentalists. Pianists include Collaborative Piano TAs, Collaborative Piano majors, and keyboard students on scholarship. Additional information on the Collaborative Piano Pool, including steps for requesting a pianist, are on the [Collaborative Piano Pool website](#).

LOCKER RENTALS

Lockers may only be rented by full-time ASU students enrolled in School of Music ensembles or classes. Rentals are issued on a first-come, first-served basis. Locker size is determined by the approval of a faculty member within the School of Music as appropriate for the instrument or class. Lockers may not be shared without written permission. You must present a student ID to rent a locker. If you have not yet been issued a student ID, you may substitute with a driver’s license.

Faculty must authorize the rental of lockers for larger instruments, including cello, bass, saxophone, French horn, euphonium, tuba, and percussion. Authorization may be issued by the semester or for the entire year. If you are registered for methods classes and practicum, you will receive the use of lockers for the corresponding instrument free of charge. Your name must be on the class roster or proof of registration is required.

INSTRUMENT RENTALS

Instruments may only be rented by full-time ASU students enrolled in ASU Herberger Institute School of Music ensembles or classes and are to be used under the supervision of an ASU music faculty member. Rental and deposit fees apply. The deposit is refunded or retained for future use if all instruments are returned on time and in good condition. You may check out a variety of instruments as needed for classes and ensembles.

If you are renting equipment, you must agree in writing to accept complete financial responsibility for the replacement value on all equipment damaged beyond repair, lost or stolen.

APPLYING FOR GRADUATION

Application for graduation should be made early in the semester during which you expect to graduate. Deadlines and fees for applying for graduation are specified on the [Graduation website](#).
MUSICIANS’ HEALTH AND SAFETY

The ASU School of Music, as required by the National Association of Schools of Music, is obligated to inform students, faculty and staff of the health and safety issues, hazards, and procedures inherent in music practice, performance, teaching, and listening both in general and as applicable to their specific specializations. The school provides this information on our website: music.asu.edu/health.
By default, every ASU student has two email addresses delivered to the same inbox:

1. First.Last@asu.edu
2. ASURITEUserID@asu.edu

Follow these steps to ensure that you are receiving emails sent to both addresses in your ASU Email inbox.

1. Login to My ASU and click PROFILE

![My ASU Profile](image)

2. Click UPDATE EMAIL FORWARDING

![Email Forwarding](image)
3. Click the “Gmail for ASU” button to remove forwarding and send all ASU emails to your ASU Gmail account.

4. Click on the pencil under EMAIL ALIAS.
Verify your email aliases. Changes are saved immediately but may take up to 15 minutes to go into effect.

Your First.Last name is standard, but you may change your primary alias to any of your aliases by clicking on the desired alias.

In addition to your First. Last and ASURITE, you may add your own alias(es), such as nickname@asu.edu here.