

# Student Handbook

Academic Year 2025-2026

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## INTRODUCTION

The Sheridan College Department of Music Student Handbook is distributed to all music majors and faculty at the beginning of each fall semester and is available year-round at [sheridan.edu](http://sheridan.edu). It is a comprehensive guide highlighting college policies and procedures particularly relevant to students seeking the Associate of Fine Arts degree in Music and the Certificate of Completion in Music Technology.

## MUSIC DEPARTMENT MISSION STATEMENT

The Sheridan College Department of Music provides quality music instruction, numerous performing opportunities, and diverse cultural enrichment for the college populace and the surrounding community.

## PROGRAM OUTCOMES

### **ASSOCIATE OF FINE ARTS DEGREE IN MUSIC OR MUSIC TECHNOLOGY**

Graduates of the Music AFA Program will:

- perform varied repertoire associated with the student's primary instrument.
- summarize musical styles, genres, traditions, and major figures from various cultures and historical periods.
- analyze written and aural examples from music literature.
- use basic music technology tools.
- demonstrate competency in basic piano keyboard skills.
- assemble a portfolio for purposes of self-promotion and professional networking.

### **CERTIFICATE OF COMPLETION IN MUSIC TECHNOLOGY**

Graduates of the Music Technology Certificate of Completion Program will be able to:

- operate music technology-related software and hardware.
- apply problem-solving skills to resolve technical or musical challenges.
- design and realize musical compositions and productions.
- collaborate effectively with others in a creative team environment.
- assemble a portfolio for purposes of self-promotion and professional networking.

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## FACULTY

### CHRISTIAN ERICKSON

BM, University of Wyoming; MM, University of Nebraska-Lincoln; DMA, University of Colorado Boulder.  
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### ROBERT PSURNY

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### ERIC RICHARDS

BS and MM, Duquesne University; DMA, University of Maryland. Director of Bands and Jazz Studies.  
erichards@sheridan.edu

### ADJUNCT FACULTY

Amanda Allyn, piano and voice; Don Cherni, clarinet and saxophone; Alison Dooley, violin; Kristy Dooley, flute and flute choir; Dr. Ariel Downing, music history and music education; Betsy Edwards, piano; Riley Gilkey, guitar and keyboard theory; Dr. Marta Howard, viola; Dr. Ryan Landis, voice; Dustin Olsen, guitar; Dana Prater, French horn and early music ensemble; Loretta Tonak, piano; Larry Shaw, percussion; Ryan Walker, low strings and symphony orchestra.

### SUPPORT STAFF

Megan Boedeker, administrative assistant; Don Cherni, piano technician; Jacob Hirschman, WCA technical director; Loretta Tonak, staff accompanist.

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## ACADEMIC REQUIREMENTS FOR PROGRAMS OF STUDY

The Sheridan College Music Department offers three programs of study: the Associate of Fine Arts Degree in Music (General Music Emphasis), the Associate of Fine Arts Degree in Music (Music Technology Emphasis), and the Certificate of Completion in Music Technology. Additionally, an option to obtain the Associate of Science Degree in General Studies with an emphasis on music electives is available.

### ASSOCIATE OF FINE ARTS DEGREE IN MUSIC

The AFA Degree in Music consists of a two-year curriculum, preparing students to transfer to baccalaureate institutions at junior standing. This degree is for the music major desiring a career in performance or academia. The curriculum focuses on the traditional core training of the conservatory model that includes foundations in music theory, music history, keyboard skills, and performance. The degree consists of a minimum of 60 credit hours, as summarized below:

#### Core Curriculum (36 credit hours)

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| <ul style="list-style-type: none"><li>• MUSC 1030 Written Theory I (3 credit hours)</li><li>• MUSC 1035 Aural Theory I (1)</li><li>• MUSC 1040 Written Theory II (3)</li><li>• MUSC 1045 Aural Theory II (1)</li><li>• MUSC 1290 Keyboard Theory I (1)</li><li>• MUSC 1295 Keyboard Theory II (1)</li><li>• MUSC 1415 Intro to Music Tech (3)</li><li>• MUSC 2030 Written Theory III (3)</li><li>• MUSC 2035 Aural Theory III (1)</li><li>• MUSC 2040 Written Theory IV (3)</li><li>• MUSC 2045 Aural Theory IV (1)</li><li>• MUSC 2050 History of Western Music I (3)</li><li>• MUSC 2055 History of Western Music II (3)</li><li>• MUSC 2290 Keyboard Theory III (1)</li><li>• MUSC 2295 Keyboard Theory IV (1)</li><li>• MUSC 2500 Music Portfolio (2)</li></ul> | <ul style="list-style-type: none"><li>• Cultural Context Elective (choose <i>one</i> course from below)<ul style="list-style-type: none"><li>• MUSC 1425 History of Rock Music (3)</li><li>• MUSC 1428 History of Jazz (3)</li><li>• MUSC 2025 Intro to World Music (3)</li></ul></li><li>• Professional Exploratory Elective (choose <i>one</i> course from below)<ul style="list-style-type: none"><li>• MUSC 1025 Intro to Music Education (2)</li><li>• MUSC 1028 Intro to Music Therapy (2)</li><li>• MUSC 1070 Composition (2)</li><li>• MUSC 1272 Songwriting (2)</li><li>• MUSC 2300 Principles of Arranging (2)</li></ul></li></ul> |
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### **Convocation Requirement (0 credit hours; continuous registration required for music majors)**

This course is a semi-monthly recital hour for students and guest performers. In addition to scheduled convocations, students attend selected concerts and other cultural events. Announcements and other pertinent music program business occur during convocation meetings.

### **Lessons Requirement (4 credit hours minimum required)**

All music majors must enroll in one private lesson per semester—1000-level lessons (MUSC 1130 and above) area for first-year study and 2000-level courses for second-year study. Students may study brass, guitar, organ, percussion, piano, strings, voice, or winds. All private lessons are 1 or 2 credit hours each for eight hours applicable to the lesson requirement of the AFA in Music.

### **Ensemble Requirement (4 credit hours)**

All music majors must enroll in one ensemble per semester. Students may choose baroque ensemble, chamber choir, chamber music ensemble, chamber orchestra, collegiate chorale, flute choir, guitar ensemble, jazz combo, jazz ensemble, music technology ensemble, percussion ensemble, symphony band, or symphony orchestra. All ensembles are one credit hour each for four hours applicable to the ensemble requirement of an AFA in Music.

### **Piano Proficiency Exam (0 credit hours)**

MUSC 2395 Piano Proficiency Exam is a zero-credit exam administered by a piano faculty member, certifying keyboard competency. Most transfer institutions offering a baccalaureate degree require this type of exam. Completing the exam is a prerequisite for specific upper-level music courses at some colleges and universities.

Sheridan College music majors should register for the exam during the fourth semester of study and complete the exam toward the end of MUSC 2295 Keyboard Theory IV. Upon finishing the exam, a grade of “Satisfactory” will be added to the student’s transcript documenting keyboard competency. There is no limit to the number of times a student can attempt the exam. Failing the exam will result in an “Unsatisfactory” grade but will not prevent a student from graduating from Sheridan College.

### **General Education Requirements (16 credit hours)**

ENGL 1010 English I (3 credit hours)

Advanced Writing Requirement (3)

Basic Math Requirement (3)

US & WY Constitutions Requirement (3)

Science Requirement (4)



## RECOMMENDED COURSE OF STUDY FOR THE ASSOCIATE OF FINE ARTS DEGREE IN MUSIC – 60 CREDIT HOURS

Freshman Year—Fall Semester	Freshman Year—Spring Semester
ENGL 1010 English I (3 credits)	AW 1xxx Advanced Writing Elective (3)
MUSC 0200 Convocation (0)	BM 1xxx Basic Math Elective (3)
MUSC 1030 Written Theory I (3)	MUSC 0200 Convocation (0)
MUSC 1035 Aural Theory I (1)	MUSC 1040 Written Theory II (3)
MUSC 1290 Keyboard Theory I (1)	MUSC 1045 Aural Theory II (1)
MUSC 1415 Introduction to Music Technology (3)	MUSC 1295 Keyboard Theory II (1)
MUSC 1xxx Lesson Elective (1)	MUSC xxxx Professional Exploratory Elective (2)
MUSC 1xxx Ensemble Elective (1)	MUSC 1xxx Lesson Elective (1)
	MUSC 1xxx Ensemble Elective (1)
TOTAL CREDIT HOURS: 13	TOTAL CREDIT HOURS: 15

Sophomore Year—Fall Semester	Sophomore Year—Spring Semester
CNST 1xxx US & WY Constitutions (3)	MUSC 0200 Convocation (0)
MUSC 0200 Convocation (0)	MUSC 2040 Written Theory IV (3)
MUSC 2030 Written Theory III (3)	MUSC 2045 Aural Theory IV (1)
MUSC 2035 Aural Theory III (1)	MUSC 2055 History of Western Music II (3)
MUSC 2050 History of Western Music I (3)	MUSC 2295 Keyboard Theory IV (1)
MUSC 2290 Keyboard Theory III (1)	MUSC 2395 Piano Proficiency Exam (0)
MUSC 2xxx Lesson Elective II (1)	MUSC 2500 Music Portfolio (2)
MUSC 1xxx Ensemble Elective (1)	MUSC 2xxx Lesson Elective II (1)
MUSC xxxx Cultural Context Elective (3)	MUSC 1xxx Ensemble Elective (1)
	SCI 1xxx Science Elective (4)
TOTAL CREDIT HOURS: 16	TOTAL CREDIT HOURS: 16

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## ASSOCIATE OF FINE ARTS DEGREE IN MUSIC TECHNOLOGY

The AFA Degree in Music (Music Technology Emphasis) combines the Music Technology Certificate of Completion curriculum, a traditional minor in music, and other music technology-related courses. This degree is for the music student wishing to transfer to a conventional four-year music program or a professional trade school. The curriculum focuses on recording arts, digital audio production and editing, music engraving, and self-promotion. Students also explore performance, music notation literacy, ear training, keyboard skills, and music history. The degree consists of a minimum of 60 credit hours, as summarized below:

### Core Curriculum (36 credit hours)

<ul style="list-style-type: none"><li>• ELEC 0000 Elective (2 credit hours)</li><li>• Creative Elective:<ul style="list-style-type: none"><li>• MUSC 1070 Composition (2) <i>or</i></li><li>• MUSC 1272 Songwriting (2)</li></ul></li><li>• MUSC 1030 Written Theory I (3)</li><li>• MUSC 1035 Aural Theory I (1)</li><li>• MUSC 1040 Written Theory II (3)</li><li>• MUSC 1045 Aural Theory II (1)</li><li>• MUSC 1290 Keyboard Theory I (1)</li><li>• MUSC 1295 Keyboard Theory II (1)</li><li>• MUSC 1415 Intro to Music Tech (3)</li><li>• MUSC 2050 History of Western Music I (3)</li><li>• MUSC 2055 History of Western Music II (3)</li><li>• MUSC 2410 Tech. for Live Sound (2)</li><li>• MUSC 2430 Intermediate Music Technology (3)</li><li>• MUSC 2445 Topics in Music Tech (1)</li><li>• MUSC 2500 Music Portfolio (2)</li></ul>	<ul style="list-style-type: none"><li>• Cultural Context Elective (3 credits from any course below)<ul style="list-style-type: none"><li>• MUSC 1425 History of Rock Music</li><li>• MUSC 1428 History of Jazz</li><li>• MUSC 2025 Intro to World Music</li></ul></li><li>• Professional Exploratory Elective (choose <i>one</i> course from below)<ul style="list-style-type: none"><li>• MUSC 1025 Intro to Music Education (2)</li><li>• MUSC 1028 Intro to Music Therapy (2)</li><li>• MUSC 1070 Composition (2)</li><li>• MUSC 1272 Songwriting (2)</li><li>• MUSC 2300 Principles of Arranging (2)</li></ul></li></ul>
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### Convocation Requirement (0 credit hours; continuous registration required for music majors)

This course is a semi-monthly recital hour for students and guest performers. In addition to scheduled convocations, students attend selected concerts and other cultural events. Announcements and other pertinent music program business occur during convocation meetings.

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### **Lessons Requirement (4 credit hours minimum required)**

All music majors must enroll in one private lesson per semester—1000-level lessons (MUSC 1130 and above) area for first-year study and 2000-level courses for second-year study. Students may study brass, guitar, organ, percussion, piano, strings, voice, or winds. All private lessons are 1 or 2 credit hours each for eight hours applicable to the lesson requirement of the AFA in Music.

### **Ensemble Requirement (4 credit hours)**

All music majors must enroll in one ensemble per semester. Students may choose baroque ensemble, chamber choir, chamber music ensemble, chamber orchestra, collegiate chorale, flute choir, guitar ensemble, jazz combo, jazz ensemble, music technology ensemble, percussion ensemble, symphony band, or symphony orchestra. All ensembles are one credit hour each for four hours applicable to the ensemble requirement of an AFA in Music.

### **General Education Requirements (16 credit hours)**

ENGL 1010 English I (3 credit hours)

Advanced Writing Requirement (3)

Basic Math Requirement (3)

US & WY Constitutions Requirement (3)

Science Requirement (4)

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## RECOMMENDED COURSE OF STUDY FOR THE ASSOCIATE OF FINE ARTS DEGREE IN MUSIC TECHNOLOGY – 60 CREDIT HOURS

Freshman Year—Fall Semester	Freshman Year—Spring Semester
ENGL 1010 English I (3 credits)	AW 1xxx Advanced Writing Elective (3)
MUSC 0200 Convocation (0)	BM 1xxx Basic Math Elective (3)
MUSC 1030 Written Theory I (3)	MUSC 0200 Convocation (0)
MUSC 1035 Aural Theory I (1)	MUSC 1040 Written Theory II (3)
MUSC 1290 Keyboard Theory I (1)	MUSC 1045 Aural Theory II (1)
MUSC 1415 Introduction to Music Technology (3)	MUSC 1295 Keyboard Theory II (1)
MUSC 1xxx Lesson Elective (1)	MUSC 2430 Intermediate Music Technology (3)
MUSC 1xxx Ensemble Elective (1)	MUSC 1xxx Lesson Elective (1)
	MUSC 1xxx Ensemble Elective (1)
TOTAL CREDIT HOURS: 13	TOTAL CREDIT HOURS: 16

Sophomore Year—Fall Semester	Sophomore Year—Spring Semester
CNST 1xxx US & WY Constitutions (3)	MUSC 0200 Convocation (0)
ELEC 0000 Elective (2)	MUSC xxxx Professional Exploratory Elective (2)
MUSC 0200 Convocation (0)	MUSC 1070 Composition (2) <i>or</i> MUSC 1272 Songwriting
MUSC 2050 History of Western Music I (3)	MUSC 2055 History of Western Music II (3)
MUSC 2410 Techniques for Live Sound (2)	MUSC 2500 Music Portfolio (2)
MUSC 2445 Topics in Music Technology (1)	MUSC 2xxx Lesson Elective II (1)
MUSC 2xxx Lesson Elective II (1)	MUSC 1xxx Ensemble Elective (1)
MUSC 1xxx Ensemble Elective (1)	SCI 1xxx Science Elective (4)
MUSC xxxx Cultural Context Elective (3)	
TOTAL CREDIT HOURS: 16	TOTAL CREDIT HOURS: 15

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## CERTIFICATE OF COMPLETION IN MUSIC TECHNOLOGY

The Sheridan College Music Technology Program offers a comprehensive course of study that leads to a Certificate of Completion in Music Technology. This certificate is for students desiring a career in an area or areas of music production. The curriculum focuses on recording arts, digital audio production and editing, music engraving, performance, and self-promotion. The certificate may be earned as a stand-alone credential or as a supplement to any other degree the college offers. The certificate consists of a minimum of 16 credit hours, as summarized below:

### Core Curriculum (11 credit hours)

- MUSC 1xxx Private Music Lesson (1)
- MUSC 1415 Intro to Music Tech (3)
- MUSC 2410 Techniques for Live Sound (2)
- MUSC 2430 Intermediate Music Technology (3)
- MUSC 2500 Music Portfolio (2)

### Music Literacy Elective (3 credit hours)<sup>1</sup>

- MUSC 1010 Foundations of Music (3)  
*or*
- MUSC 1030 Written Theory I (3)

### Creative Music Elective (2 credit hours)

- MUSC 1070 Composition (2)  
*or*
- MUSC 1272 Songwriting (2)

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<sup>1</sup> MUSC 1010 is recommended for students pursuing the stand-alone certificate or in conjunction with a non-music degree. MUSC 1030 is recommended for students pursuing the certificate in conjunction with a Music AFA.

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## RECOMMENDED COURSE OF STUDY FOR THE CERTIFICATE OF COMPLETION IN MUSIC TECHNOLOGY – ONE-YEAR PLAN – 16 CREDIT HOURS

Fall Semester	Spring Semester
MUSC 10xx Music Literacy Elective (3 credits)	MUSC 1xxx Private Music Lesson (1)
MUSC 1415 Introduction to Music Technology (3)	MUSC 1xxx Creative Music Elective (2)
MUSC 2410 Techniques for Live Sound (2)	MUSC 2430 Intermediate Music Technology (3)
	MUSC 2500 Music Portfolio (2)
TOTAL CREDIT HOURS: 8	TOTAL CREDIT HOURS: 8

## RECOMMENDED COURSE OF STUDY FOR THE CERTIFICATE OF COMPLETION IN MUSIC TECHNOLOGY – TWO-YEAR PLAN – 16 CREDIT HOURS

Freshman Year—Fall Semester	Freshman Year—Spring Semester
MUSC 10xx Music Literacy Elective (3 credits)	MUSC 1xxx Private Music Lesson (1)
MUSC 1415 Introduction to Music Technology (3)	MUSC 1xxx Creative Music Elective (2)
	MUSC 2430 Intermediate Music Technology (3)
TOTAL CREDIT HOURS: 6	TOTAL CREDIT HOURS: 5

Sophomore Year—Fall Semester	Sophomore Year—Spring Semester
MUSC 2410 Techniques for Live Sound (2)	MUSC 2500 Music Portfolio (2)
TOTAL CREDIT HOURS: 2	TOTAL CREDIT HOURS: 2

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## FINANCIAL AID AND SCHOLARSHIPS

The Financial Aid Office at Sheridan College assists students whose personal and family resources are inadequate to cover the costs involved in attending the institution. They help with the following:

- processing financial aid forms to determine eligibility for grants, loans, and work-study employment
- advising students regarding financial aid and money management matters
- processing awarded scholarships
- answers to any of your financial aid-related questions

The Financial Aid Office examines the student's financial situation and uses that information to assemble a portfolio of monetary assistance.

Each semester, the music department submits a prioritized list of top new and returning students to the Financial Aid Office for awarding scholarships and other aid. The Financial Aid Office notifies each designated student of the total financial aid package shortly after that. Our music scholarship coordinator will also inform music scholarship students of awards.

For incoming music majors seeking financial aid, we offer the following guidelines:

- Apply for admission as soon as possible.
- Arrange to visit the campus and meet with a music faculty member.
- If visiting during the academic year, we encourage you to perform an audition on your primary instrument and, if applicable, present examples of your creative work (e.g., compositions, self-produced recordings, etc.). We require an audition and interview of any student seeking a music scholarship.
- Fill out the appropriate paperwork with the Financial Aid Office immediately. Note that the music faculty submits recommendations for fall music scholarships to the Financial Aid Office by April 15 each year.

To consider renewal of awards, students must maintain a GPA of 2.5 or better, remain full-time, and satisfactorily complete all requirements of their declared degree track. Music scholarship students may have additional minimum requirements outlined in the scholarship contract.

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# MUSIC SCHOLARSHIP AUDITION GUIDELINES

All students must audition for consideration for a music scholarship. The music department prioritizes scholarships to high-performing students majoring in music. Talented non-majors participating in ensembles are also eligible for music scholarships and are encouraged to apply.

Scholarship recipients are expected to perform in at least one departmental ensemble every semester and must enroll for private lessons in the music department. For music majors, timely progress toward completing a music degree or certificate is a requirement for scholarship renewal. For non-majors, timely progress toward a credential in the chosen area of study is a requirement for scholarship renewal.

Live auditions are strongly encouraged. Students may submit a video or sound recording for consideration instead of a live audition. Whether auditioning live or via a recorded medium, we welcome the submission of letters of endorsement from teachers, music educators, or others familiar with the scholarship applicant's musical abilities. Contact Dr. Eric Richards (erichards@sheridan.edu) to initiate an audition.

The following are the audition requirements for each area:

## Brass and Woodwinds

Perform an audition, up to 10 minutes, on your principal instrument. It is optional to have an accompanist. The music performed should include the following:

- Two standard solos of contrasting styles (one movement of concerto or sonata or comparable solo of Class A level or above).
- Major and minor (natural, harmonic, and melodic) scales with arpeggios, and chromatic scales.
- Sight-reading of commensurate difficulty for all instruments.

## Composition/Music Production

Present a recording or live performance of two musical compositions or productions to the faculty. Accompanying scores, if applicable, should be presented as well. The two works should be contrasting in style or genre, and at least one should be for more than a single instrument. The music department expects scholarship applicants focusing on composition or music production to be proficient and active performers on at least one instrument.

## Guitar

Perform an audition for up to 10 minutes. Your audition should include the following:

- Two movements or compositions in contrasting character or style, such as a fast and slow movement of a Sor etude, Nos. 11-20 (Segovia edition).



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- A movement of a Bach suite (or the equivalent).

We ask candidates to sight-read a jazz lead sheet (once playing the melody and then once comping the harmonies) and demonstrate knowledge of major scales and arpeggios and melodic minor scales and arpeggios.

## Percussion

Required audition areas (must do both):

- A solo on marimba, vibraphone, or xylophone. The solo may be for two or four mallets (a four-mallet solo is strongly encouraged).
- A snare drum solo that demonstrates concert style.

Choice areas (choose one or more):

- Timpani: A solo for two, three, or four drums. Excerpts from the standard orchestral repertoire would also be acceptable.
- Multiple percussion instruments: A solo on any combination of percussion instruments.
- Drum Set: A prepared solo or improvisation in various styles.
- World percussion instruments: A prepared solo or improvisation in an area of your choice.

## Piano

Perform an audition for up to 10 minutes. Your audition should include two memorized solos from two different periods:

- A Bach keyboard composition with a contrapuntal texture (invention, fugue, etc.).
- A movement of a sonata by Haydn, Mozart, or Beethoven.
- A Romantic work by composers such as Chopin, Brahms, and Schumann.
- A 20th-century work by a composer such as Debussy, Bartók, or another significant composer writing after 1900.

We will ask candidates to sight-read at least two excerpts and demonstrate knowledge of major and melodic minor scales.

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## Strings

Perform an audition for up to 10 minutes. It is optional to have an accompanist. If you require an accompanist, please send one copy of your audition music to arrive at least two weeks before the audition date.

Please prepare the following:

- Two major scales and any melodic minor scale.
- A movement of concerto or sonata. Alternatively, the candidate may perform three contrasting orchestral excerpts.

## Voice

Perform an audition for up to 10 minutes. You may bring an accompanist, or we will provide one. If you require our accompanist, please send one copy of your audition music to arrive at least two weeks before the audition date. We will evaluate the candidate on tonal quality, rhythm, intonation, phrasing, interpretation, diction, stage presence, and overall musical ability and accuracy.

Your audition pieces should include two contrasting styles sung from memory (this may consist of an appropriate opera or oratorio aria). One song must be in English; the second may be in English or a foreign language.

Candidates will also sight-read a few aural theory exercises.

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# DEPARTMENT POLICIES—ACADEMIC

## PRIVATE MUSIC LESSONS AND JURY REQUIREMENTS

All students enrolled in applied lessons will receive at least 14 lessons per semester. Lesson meetings are 30 minutes for 1-credit lessons and 50 minutes for 2-credit lessons. 50-minute lessons are for students pursuing a music degree with a performance emphasis. The class schedule lists all lessons as “TBA” (to be arranged). Students are responsible for contacting the instructor to organize a mutually convenient weekly meeting time for the semester. Students must make contact before the final Friday of the week of classes.

The music department offers applied music lessons for music majors at two undergraduate levels:

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- 1000 Level—First-year majors should enroll for 1000-level lessons in the fall and spring of the first year. A jury is required at the end of each semester of study.<sup>2</sup>
  - 2000 Level—Second-year majors who have completed two semesters of 1000-level lessons should register for 2000-level lessons in the fall and spring semesters of the sophomore year. A jury is required at the end of each semester of study.

Music majors who wish to study an instrument besides the declared primary instrument should enroll for an applicable lesson from the series MUSC 1073-1079: Lessons for Non-Majors. No jury is required for these lessons, and the higher standards of music-major lessons aren't applied as an assessment of student achievement. Grading is satisfactory/unsatisfactory.

## **MUSIC CORE COURSE WITHDRAWAL OR FAILURE**

The music department expects music majors pursuing the AFA to enroll in and satisfactorily complete one each of the core music classes every semester (Written theory, aural theory, keyboard theory, a private lesson, and an ensemble). Certificate seekers should enroll in and complete at least one core class each semester (Intro to Music Tech, Techniques for Live Sound, Intermediate Music Tech, and Music Portfolio). Grades below a C, withdrawal, or failure in core classes may jeopardize a student's good standing as a music major. This underperformance may reduce or cancel the student's financial aid package.

Of particular concern is withdrawal from or failure of any theory courses, as we offer individual classes in each four-course sequence only once a year. Failure to complete any of them will add another year of study before the student can finish the AFA degree. The department strongly encourages students to complete the core within a four-semester timeframe. Most of these courses are prerequisites for upper-level study; therefore, if a student transfers without finishing a degree, deficiencies in the core classes will result in at least one additional year of study at the transfer institution. Retaking core classes at another institution may result in significant and unnecessary financial costs for the student.

## **TUTORING SERVICES**

Free tutoring services are available to all students in a variety of subjects, including music courses. The NWCCD Tutoring Center offers students one-on-one and group-based assistance in various programs. Current students may find more information about the Tutoring Center in the Student Services section of MyNWCCD.

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<sup>2</sup> A jury is a semester-end formal exam by a panel of music faculty. Students typically demonstrate technique (such as scales) and then perform a musical work studied that semester. As technique and repertoire vary significantly from instrument to instrument, the format and length of the jury are not standardized. The student's studio teacher will tailor the specific content and structure of the jury.

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## PIANO GUIDELINES FOR MUSIC MAJORS

As a general rule of thumb, all AFA-seeking music majors should enroll for and complete the entire four-semester sequence of Keyboard Theory. This training is essential for those planning to transfer to a four-year institution. More specific guidelines are as follows:

- Music majors with no prior keyboard experience, or those who have not studied piano within the five years before enrollment as a music major, should enroll for MUSC 1290 Keyboard Theory I and complete the four-semester sequence in order.
- Music majors with keyboard experience (three or more years of recent study) may elect to “test out” of the first course of the four-semester sequence. Students can obtain study materials for the test-out exam from any of our piano faculty members. The exam will include a theory rudiments test. Students must complete the test-out exam before the end of the first week of classes of the fall semester. The student should register for and remain enrolled in Keyboard Theory I until the exam successfully concludes. A 75% or better grade on the exam is considered a passing grade.

### Keyboard Theory Sequence Test-Out Policy

(for Experienced Piano Students)

The Keyboard Theory sequence aims to develop or expand solo performance and accompanying skills through individual instruction, ensemble activities, performance opportunities, and individual practice and study. The sequence also reinforces concepts learned in written and aural theory courses. The four keyboard theory sequence courses are required to complete the AFA in Music.

Students with several years of private piano training may find some of the content of the first keyboard theory course in the sequence rudimentary and unnecessary for completion of their core music training at Sheridan College. It is with these students in mind that we implemented the following policy procedure for challenging the first course in the sequence:

**Step 1:** The student should consult with the keyboard theory instructor to determine the best course of action for the student's particular situation. This consultation should occur on the first day of Keyboard Theory I.

**Step 2:** If the keyboard theory instructor determines that the student should challenge Keyboard Theory I, the instructor or other piano faculty member will administer the exam to the student at a mutually convenient time. The student must complete the exam by the end of the first week of fall semester classes.

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**Step 3:** If successfully challenged, the student and instructor will complete a Program Waiver form in Self Service.

**Step 4:** Once approved, the registrar will waive the requirement for the course. NOTE: The student may have to take an elective course in place of the waived credit to meet the minimum number of credits for graduation.

### Piano Proficiency Examination Requirements & Study Guide<sup>3</sup>

MUSC 2395 Piano Proficiency Exam is a required exit exam for the AFA in Music (General track). It proves keyboard competency for students transferring to a four-year college or university. At Sheridan College, students complete the exam during the final weeks of Keyboard Theory IV.

1. **Technique** —

- Perform any major or harmonic minor scale, parallel motion, hands together in two octaves with correct fingering.
- Perform any major or minor arpeggio, parallel motion, hands together in two octaves with correct fingering.
- Perform any major or minor cadential progression with correct fingering.
- Perform two vocal warm-up exercises distributed in Keyboard Theory IV.

2. **Sight-Reading Literature** — Perform at sight a homophonic composition that uses a simple chordal accompaniment, and a simple four-part hymn.

3. **Improvisation** — Improvise for at least two minutes using a pre-approved harmonic framework such as the 12-bar blues pattern.

4. **Score Reading** — Prepare a multi-part score to realize at the piano based on the student's area of specialty.

5. **Harmonization and Transposition** — Choose one major melody lead sheet and one minor melody lead sheet to harmonize. Use an appropriate accompaniment other than block chords. Be able to transpose both of your melodies to a key of your choice. One of the transpositions should be greater than a step above or below the original key. For the transposition, a block-chord accompaniment is acceptable.

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<sup>3</sup> This study guide is for SC's general transfer piano proficiency exam. Students planning to transfer to UW, BHSU, or other four-year institutions should prepare from those institutions' respective piano proficiency guidelines. Consult with a member of the piano faculty for more information.

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6. **Sight-Reading Harmonization** — Harmonize lead sheets of two simple melodies at sight using primary chords. One melody will be in a major key and the other in a minor key. Use an accompaniment appropriate for each melody (block chords are acceptable).
  7. **Accompaniment** — Choose and prepare a simple vocal or instrumental accompaniment related to the student's area (it is unnecessary to bring a soloist to the exam).
  8. **Transposition** — Transpose one of the prepared lead sheets from the harmonization section above into two keys (M2, M3, P4 or P5 from the original key). Do the same for one of the sight-reading harmonizations. For each, use the same accompaniment applied to the original keys.
  9. **Prepared Literature** — Prepare and perform two works from Agay: *Easy Classics to Moderns* (or other works of similar difficulty). The pieces should be from two contrasting stylistic periods.
  10. **Extra Credit: Sing and Play** — Prepare and sing, while accompanying yourself at the piano, a patriotic song such as "America," "America the Beautiful," or "The Star-Spangled Banner."

## DEPARTMENT POLICIES—FACILITIES

### Instrumental Rehearsal Hall

W137 is the primary space for mid to large-sized instrumental ensembles and can double as a recital hall. Student rehearsals are permissible when regularly scheduled rehearsals or classes are not in session.

### Choral Rehearsal Hall

W129 serves as the primary space for choral ensembles and can also double as a recital hall. Student rehearsals are permissible when regularly scheduled rehearsals, lessons, or classes are not in session.

### Practice Rooms

The department has several practice areas dedicated to student use, with additional rooms available when classes are not in session. Students are free to use any vacant room as needed. Please refrain from bringing food and beverages into the practice rooms. Students should report any technical issues with pianos to any faculty member.

### Practice Rooms/Resources

- W123 - Chamber music rehearsal room/distance lessons studio; 1 grand piano
- W128 - Keyboard theory lab; 15 digital pianos and 2 upright pianos

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- W129C - Recording studio isolation booth; 1 upright piano
  - W136 - Large lesson/practice room; 1 upright piano
  - W130 - History/Theory classroom; 1 grand piano
  - W140L - Practice room; 1 upright piano
  - W140M - Practice room; 1 upright piano
  - W140N - Practice room; no piano
  - W140P - Practice room; 1 upright piano
  - W141A- Practice room; 1 upright hybrid piano

### Music Technology Lab

This lab is in W139 and contains iMac computers with music-specific and general computing software for student use. This space doubles as a classroom for music technology courses. Please check the schedule on the door before entering the lab to verify that a class is not in session. Some instructors will allow students to work during their classes but always ask before assuming this is permissible.

Students should report any technical issues with computer software or hardware to the I.T. office or any instructor who teaches a class in the lab.

### Recording Studio

The Recording Studio houses a Pro Tools HD system, microphone locker, and other recording accessories. Its primary purpose is to serve the academic and creative needs of students currently enrolled in the Music Technology program at Sheridan College and record college ensembles when needed.

Students must complete MUSC 2430 Intermediate Music Technology with a 75% or better grade before being eligible to use the studio. With permission, program alumni may utilize the facilities when not in use by currently enrolled students. General students and non-students may not book studio time. They may gain access, however, through participation in the recording projects of currently enrolled music technology students, approved projects of music technology alums, or departmental projects.

### Kinnison Hall

The Whitney Center for the Arts concert hall hosts official music department concerts and recitals, guest artists, and touring events. Requests for student use should be made through a music faculty member who will act as a liaison between the student and the executive director of the WCA.

## ADVISING TOOLS

### COMPLETION CHECKLIST: AFA DEGREE IN MUSIC

**Major Area: 44 credits**

MUSC Course	Cr.	Year 1 FA	Year 1 SP	Year 2 FA	Year 2 SP
1xxx Lesson I	1	_____			
1xxx Lesson I	1		_____		
2xxx Lesson II	1			_____	
2xxx Lesson II	1				_____
1xxx Ensemble	1	_____			
1xxx Ensemble	1		_____		
1xxx Ensemble	1			_____	
1xxx Ensemble	1				_____
0200 Convocation	0	_____			
0200 Convocation	0		_____		
0200 Convocation	0			_____	
0200 Convocation	0				_____
1030 Written Theory I	3	_____			
1035 Aural Theory I	1	_____			
1290 Keyboard Theory I	1	_____			
1415 Intro to Music Tech	3	_____			
1040 Written Theory II	3		_____		
1045 Aural Theory II	1		_____		
1295 Keyboard Theory II	1		_____		
xxxx Prof. Explor. Elect.	3		_____		



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MUSC Course	Cr.	Year 1 FA	Year 1 SP	Year 2 FA	Year 2 SP
2030 Written Theory III	3			_____	
2035 Aural Theory III	1			_____	
2050 History of Western Music I	3			_____	
2290 Keyboard Theory III	1			_____	
xxxx Cultural Con. Elec.	2			_____	
2040 Written Theory IV	3				_____
2045 Aural Theory IV	1				_____
2055 History of Western Music II	3				_____
2295 Keyboard Theory IV	1				_____
2395 Piano Proficiency Exam	0				_____
2500 Music Portfolio	2				_____

**General Education Studies: 16 credits**

MUSC Course	Cr.	Year 1 FA	Year 1 SP	Year 2 FA	Year 2 SP
ENGL 1010 English I	3	_____			
Adv. Writing Requirement	3		_____		
Basic Math Requirement	3		_____		
Government Requirement	3			_____	
Science Requirement	4				_____

## COMPLETION CHECKLIST: AFA DEGREE IN MUSIC TECHNOLOGY

Major Area: 44 credits

MUSC Course	Cr.	Year 1 FA	Year 1 SP	Year 2 FA	Year 2 SP
1xxx Lesson I	1	_____			
1xxx Lesson I	1		_____		
2xxx Lesson II	1			_____	
2xxx Lesson II	1				_____
1xxx Ensemble	1	_____			
1xxx Ensemble	1		_____		
1xxx Ensemble	1			_____	
1xxx Ensemble	1				_____
0200 Convocation	0	_____			
0200 Convocation	0		_____		
0200 Convocation	0			_____	
0200 Convocation	0				_____
1030 Written Theory I	3	_____			
1035 Aural Theory I	1	_____			
1290 Keyboard Theory I	1	_____			
1415 Intro to Music Tech	3	_____			
1040 Written Theory II	3		_____		
1045 Aural Theory II	1		_____		
1295 Keyboard Theory II	1		_____		
2430 Intermediate Music Tech	3		_____		

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MUSC Course	Cr.	Year 1 FA	Year 1 SP	Year 2 FA	Year 2 SP
2050 History of Western Music I	3			_____	
2410 Techniques for Live Sound	2			_____	
2445 Topics in Music Tech	1			_____	
xxxx Free Elective	2			_____	
xxxx Cultural Context Elective	3			_____	
1xxx Creative Elective	2				_____
2055 History of Western Music II	3				_____
2500 Music Portfolio	2				_____
xxxx Professional Exploratory Elect.	2				_____

**General Education Studies: 16 credits**

MUSC Course	Cr.	Year 1 FA	Year 1 SP	Year 2 FA	Year 2 SP
ENGL 1010 English I	3	_____			
Adv. Writing Requirement	3		_____		
Basic Math Requirement	3		_____		
Government Requirement	3			_____	
Science Requirement	4				_____

## COMPLETION CHECKLIST: CERTIFICATE OF COMPLETION IN MUSIC TECHNOLOGY

**Major Area: 10 credits • Electives: 6 credits**

### Two-Year Option:

MUSC Course	Cr.	Year 1 FA	Year 1 SP	Year 2 FA	Year 2 SP
1xxx Music Literacy Elective*	3	_____			
1415 Intro to Music Tech	3	_____			
2430 Intermediate Music Tech	3		_____		
1xxx Creative Elective**	2		_____		
2410 Techniques for Live Sound	2			_____	
1xxx Music Lesson†	1				_____
2500 Music Portfolio	2				_____

### One-Year Option:

MUSC Course	Cr.	Year 1 FA	Year 1 SP
1xxx Music Literacy Elective*	3	_____	
1415 Intro to Music Tech	3	_____	
1xxx Creative Elective**	2		_____
2430 Intermediate Music Tech	3		_____
2410 Techniques for Live Sound	2	_____	
1xxx Music Lesson†	1		_____
2500 Music Portfolio	2		_____

\* Students may choose between MUSC 1010 Music Fundamentals or MUSC 1030 Written Theory I.

\*\* Students may choose between MUSC 1070 Composition or MUSC 1272 Songwriting.

† Students may choose private lessons in voice, piano, guitar, and more.

# DEPARTMENT OF MUSIC COURSE ROTATION CALENDAR

These anticipated course offerings are presented here for use in planning student course schedules.

The projected course offerings may change depending on demand, staffing, and/or curriculum revisions. Check with your advisor for the latest information.

**Applied lessons:** 1000-level music major lessons for all instruments are offered each fall. Spring semester 1000-level and fall and spring 2000-level instruments are offered as needed.

**Ensembles:** Baroque Ensemble, Chamber Choir, Collegiate Chorale, Flute Choir, Jazz Combo, Jazz Ensemble, Symphony Band, and Symphony Orchestra are offered each fall and spring semester. Other ensembles are offered as needed.

## 1000-LEVEL COURSES

Course # (MUSC)	Title	FA24	SP25	FA25	SP26	FA26	SP27
0200	Convocation	x	x	x	x	x	x
1010	Foundations of Music	x		x		x	
1025	Intro to Music Ed		x				x
1028	Intro to Mus Therapy				x		
1030	Written Theory I	x		x		x	
1035	Aural Theory I	x		x		x	
1040	Written Theory II		x		x		x
1045	Aural Theory II		x		x		x
1070	Composition				x		x
1272	Songwriting		x				x
1290	Keyboard Theory I	x		x		x	
1295	Keyboard Theory II		x		x		x
1415	Intro to Music Tech	x		x		x	
1425	History of Rock			x		x	
1428	History of Jazz	x				x	

## 2000-LEVEL COURSES

Course # (MUSC)	Title	FA24	SP25	FA25	SP26	FA26	SP27
2025	Intro to World Music		x		x		x
2290	Keyboard Theory III	x		x		x	
2295	Keyboard Theory IV		x		x		x
2300	Princ. of Arranging				x		
2320	Diction for Singers I				x		
2325	Diction for Singers II		x				x
2395	Piano Prof. Exam		x		x		x
2410	Techniques for Live Sound	x		x		x	
2430	Intermed. Music Tech		x		x		x
2445	Topics in Music Tech		x		x		x
2500	Portfolio		x		x		x

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