

## Useful Links

UBC School of Music  
<http://www.music.ubc.ca>

UBC Leap (study tools)  
<http://www.leap.ubc.ca/>

**Facebook Groups**  
UBC School of Music  
Graduate Students - UBC School of Music

## Notes

# General Information for Music Students (The Survival Guide) 2008-2009



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## Information for Graduate Students

### Mail

There is a locked filing cabinet containing a folder for each graduate student in the faculty lounge next to the School Office. Please find out where this is and check it on a regular basis – ALL mail for graduate students/teaching assistants from campus offices and from off-campus is placed in these folders. Keys are available at the Front Office with a deposit of \$5.00 for the year. It is up to you to collect your own mail.

Please note, except in unusual circumstances, mail for graduate students is NOT mailed out to their home addresses.

### Graduate Bulletin Board

A special bulletin board for graduate students is located on the 3rd Floor of the Music Building, beside Room 301. All notices pertinent to graduate students are placed on this board. The Teaching Assistant Union (CUPE, Local 2278) is also allowed space on this bulletin board for any notices they wish to bring to the attention of TA's.

### What the office can not do for you

- ✗ The Front Office does not provide paper, pens, pencils, scrap paper, envelopes, etc.
- ✗ The School Office does not have the space for holding items for pick-up between students, you must arrange this between yourselves.
- ✗ The Front Office will not take messages for students unless it is an emergency situation.
- ✗ Students are not allowed to use the School fax or photo copy machines. No exceptions will be made.
- ✗ The Front Office is not able to change money.

## Pianists for juries and recitals

UBC School of Music does not provide a staff pianist for juries and recitals. However, instrumentalists may request to be paired with a student pianist registered in chamber music by emailing the Piano Chamber Music Coordinator at: [piano.chamber@ubc.ca](mailto:piano.chamber@ubc.ca). Most matches are made by the third week of classes; requests received after that date are much less likely to be met.

The School of Music offers instrumentalists and composers a small subsidy to help defray the costs of hiring a pianist for juries or required recitals. For details, please visit: [www.music.ubc.ca/index.php?id=7115](http://www.music.ubc.ca/index.php?id=7115) or pick up an application form outside Room 308. For a list of UBC approved collaborative pianists, email: [piano.chamber@ubc.ca](mailto:piano.chamber@ubc.ca)

## Computer access

Computer labs, including printers, are accessible to all Arts students, including Music students, in Buchanan Blocks B and C. The Music Building also allows you wireless access to the UBC network, so if you have a laptop with a wireless card, you can use the Internet anywhere in the building.

## MUSA

MUSA is your Music Undergraduate Student Association. It is made up of Music students and they are there to help you. Contact them through their president. The president for the 2008-2009 academic year is: Jade Guan E-mail: [jade\\_gabby@hotmail.com](mailto:jade_gabby@hotmail.com).

## Lost and Found

Lost and found items are kept in the front office. For general UBC Lost & Found please call campus security at 822-2222.

## Welcome to the UBC School of Music

This student booklet was designed to help you with some of the important information you need to know in order to start off your musical and academic life here at the School of Music. Some of you are new to the school and some of you are returning. No matter what year you are in, make your experience at the UBC School of Music a positive one by following some useful tips:

Your life can get really busy with all your classes, assignments and practicing, so being able to plan ahead and having good time management skills will help a lot. This method will help you be more organized and help you with your goals throughout the school year.

Be sure to attend all your classes and take good notes.

Studying is very important, but so is having a good night's sleep, especially before an exam!

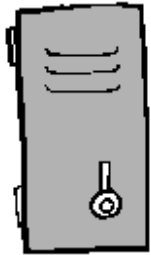
Make an effort to connect with your classmates by talking about your course materials because discussing the material is one of the best ways to learn. This tactic will help you study and make new friends at the same time.

Also, don't be afraid to ask questions in class, after all that's what the professors are here for!

UBC's people and facilities are here for you; take full advantage of as much as you are able . . . *Tuum est.*

## Administrative Fees

Students are required to pay a \$20.00 administrative fee. If you are using a practice room, you are required to pay this fee when you hand in your practice room request form. ALL students, returning and new, must pay this fee by September 26<sup>th</sup>.



## Lockers

MUSA will be setting up a desk in the lobby to collect fees and deposits for locker and lock rentals. Locker rental fees are \$10.00 and the lock deposit is an additional \$10.00 (fully refundable upon return of the lock).

Please use the locks that MUSA provides you, NOT your own lock (as the office has a master key for lockers). There have been many students who use their own locks and either lose their key or forget their combination and are forced to pay a significant fee to have the locksmith cut it off. Large lockers on the 4th floor are reserved for students with large instruments. All unpaid lockers will have contents removed mid to late September.

**Be very careful about putting valuable instruments in your locker. Get insurance! We can't stress this enough.**

The University does not carry insurance to cover your instrument if it is stolen from your locker, practice room, classroom or concert hall. Locks have been cut and instruments stolen from lockers in recent years.

## Recording Your Recitals

The UBC Music Recording & Audio facility is constantly being upgraded to reflect state-of-the-art classical and acoustic music recording practice and technology.

All required recitals must be recorded, and recordings must be scheduled at the time the performance venue is booked. You will be required to pay a recording fee of \$20 at the time of booking. The student recording technician's fee will be due upon delivery of the completed recording. The average technicians' fees for a recital recording are \$15 per hour for a minimum 3 hours (\$45). This may vary according to requirements.

*Note: Master's and Doctoral recitals must be recorded as part of your thesis requirements.*

At this time we offer video recording to DVD on a limited basis. Please see [www.music.ubc.ca](http://www.music.ubc.ca) > about us > facilities > Recording & Audio (<http://www.music.ubc.ca/index.php?id=2337>) for updates and more information on video recording. Video recording is available to all Masters' and Doctoral students. Video recording rates for the fall term of 2007/2008 are to be announced. The current rate is \$40 per recital or session.

## Recording Sessions

Recording sessions must be scheduled when booking the recording venue. We require a minimum of 2 weeks notice for all recording sessions. Late requests may be subject to refusal or, if accepted, will be charged at the rate of \$22.50/hr (7-13 days notice) OR \$30/hr (for less than a weeks' notice). Video recording sessions are on a limited basis at this time. This is subject to change - please see above web address for updates and more information.

## Student Recording Technicians

Each year we have approximately 6 students working as recording technicians. We usually send out an email calling for applications in September but we will respond to inquiries throughout the year and we do sometimes require additional technicians in January. Experience is not necessary but may influence acceptance based on staffing needs in any given year. Applicants do not have to be music students, but must be currently enrolled at UBC. If you are interested in applying for a position, please contact David Simpson at [david.simpson@ubc.ca](mailto:david.simpson@ubc.ca) with an un-spam-like subject-heading.

## Your Recitals

### There's more to it than playing your best

Once you have booked the Recital Hall, there are many details you must think about: the house programme, who will turn pages, who will move chairs and stands, dim the lights and deciding what food to have at the reception. The list can go on and on. Here are a few hints to help.

### Advertising

Make posters for the building and campus (be sure to give the Front Office three copies of your poster. It will be put on the Today Board and Recital Hall display case). An announcement of your recital is also made on the School's concert telephone info line (If you cancel your recital you must let the office know-see below). Invite friends, from both on and off campus, and your classmates as well. Don't forget to show your support and attend their recitals too.

### Programmes

Students produce their own programmes. Visit our website for the programme format: <http://www.music.ubc.ca/index.php?id=3270>

### Receptions After Recitals

A fee of \$5.00 will be charged for receptions and the use of the kitchen will require an additional deposit of \$20.00. The deposit will be returned after it has been confirmed that the kitchen has been left clean and tidy. The fee and deposit must be paid before a kitchen key is signed out. Bring tongs for serving finger food to avoid any possible health risks. If you plan on serving alcohol, you MUST obtain a liquor license no later than 2 weeks before your event. You can obtain a special occasion (private) liquor license application from your local BC Liquor Store. Dr. Richard Kurth must sign the application form. Failure to obtain a liquor license can result in seizure of all alcohol, liability for those consuming alcohol at your event and being charged for serving liquor without a license.

### You Are Responsible

**When you sign out keys to the Recital Hall for your recital, you are fully responsible for the lock-up procedures.** Pianos and piano stools must be locked away, lights turned off and the Recital Hall securely locked. Failure to do so will result in the loss of your \$20.00 deposit. This is a matter of School security and will be taken very seriously. **\*\*To cancel your recital, you must notify the Director's Secretary immediately. If you fail to do so, you will be charged a rebooking fee of \$20.00.\*\***

**Also, if you book the Recital Hall/Gessler Hall for rehearsal or recording and you fail to use or cancel without the required notice, you will be subject to a fine of \$20.00. \*\* 72 hours notice is required to cancel a Recital Hall or Gessler Hall booking.\*\***

## Practice Rooms: Scheduling

Students will be assigned practice rooms according to the following schedule and within each subdivision, ranked by their previous Winter Session average. (GPA):

- Graduate Piano Students
- Piano Performance Majors (all undergraduate years)
- Piano Diploma Students
- Other Graduate Students
- Other Diploma Students
- Other 4th and 3rd Year Students
- Other 2nd and 1st Year Students

Graduate Piano Students and Piano Performance Majors are allotted 8 hours per week of practice time. All other students are entitled to 4 hours.

If you wish to sign up for practice room time in the Music Building, Practice Room Request Forms will be available from the Reception Desk commencing Tuesday, September 2<sup>nd</sup>. The deadline for receipt of the forms to ensure practice room assignment according to the above schedule is 4:00 p.m., Wednesday, September 10<sup>th</sup>.

**PLEASE MAKE SURE YOU HAVE YOUR \$20.00 ADMINISTRATIVE FEE (see pg. 4) WHEN YOU COME TO HAND IN YOUR FORM. WE WILL NOT ACCEPT IT WITHOUT THE FEE.**

**NOTE:** The schedules will not be in effect until posted on the practice room doors. Take your 2nd term course schedule into consideration when requesting your times.

### Practice Room locations:

First Floor	-	105, 107, 109
Second Floor	-	207, 208, 209, 210, 211
Third Floor	-	327, 329, 330, 331, 332, 333, 334, 336
Fourth Floor	-	406, 412, 414, 416, 420A, 420B, 420C, 422, 424, 426, 428 (harp), 429 (cello)

Make yourself familiar with these rooms before making your practice room requests (i.e.: preferred piano or floor for practicing).

### Policy

Please note that University regulations forbid the use of UBC teaching space for non-University instruction.

## Practice Room Keys

Practice room key requests are now done electronically. If you require a practice room key, please see the front office. You will be required to give the front office a \$10.00 deposit. Your request will then be sent electronically by the office to Parking & Access Control; you will be notified via e-mail when your key is ready for pick-up. You will then be able to pick up your key from Parking & Access Control Services on the 2nd floor of the General Services Administration Building at the corner of Wesbrook Mall and University Boulevard. Parking & Access Control will require a further \$20.00 deposit before issuing your key – please be sure to bring valid ID.

## Percussion, Brass & Organ Student Keys

Percussion, brass and organ students will be required to leave a \$50.00 deposit at the School Reception Desk for their set of keys, as well as \$10.00 for their practice room key. All deposits are returned once the keys are returned when leaving or graduating from the University.

## Lost Keys

There is a \$10.00 replacement fee for lost keys.

## Temporary Key Sign-Out

In order to sign out a key for the day, overnight (for the Recital Hall, piano, classrooms etc.) you will have to leave a \$20.00 deposit which will be reimbursed upon return of the key. If the key is lost, you forfeit your \$20.00 deposit.

There is a late charge of \$1.00 per day for keys not returned on time.

## Concert Attendance: A Requirement of the B.Mus. Degree

### Policy

Attending concerts is an absolutely essential part of musical training. Hearing and watching live performances exposes you to great music and trains you to be a better listener, to understand music in its intended context, and to understand the concepts of stage presence and etiquette. The UBC Calendar states that “Students in the Bachelor of Music program are expected to attend School concerts”. This expectation is very specific.

Every **first- or second-year B. Music student taking performance or composition lessons** will be required to attend, during each academic year, **at least ten concerts** in the School’s **Wednesday Noon Hour Concert Series**. Wednesday Noon Hour Concert passes for the entire Concert Series are provided at no cost to every student. So that they may attend these concerts, students should not enroll in courses (for example, English or other non-Music electives) that meet Wednesdays from 12:00 to 1:00 p.m.

Concert attendance will be worth 10 marks (out of 100) of each student’s grade in private performance lessons. That is, if a student attends fewer than ten concerts, ten points will be deducted from the performance grade. For example, a student who earned a grade of 82 for work done in private lessons and for the year-end jury, but attended only five concerts, would receive a mark of 72 for the course.

Students present their concert passes to the designated usher before entering the Recital Hall. The ushers record your pass number to mark you as attending that concert. If you forget your pass, you will not be counted.

**\*Students who leave the concert before 12:45pm will not be counted as attending.**

*"Attending Concerts is an essential part of musical training."*



Wednesday Noon Hours



## Student Concert Passes

Admission to Wednesday Noon Hour and Pacific Spirit Concerts are free for UBC Music students with a Student Concert Pass. Passes for 1st and 2nd year students will be handed out on the first day of classes at Imagine Day in Room 113. If you did not receive one, please see Dina MacDougall in Room 203. Students must pick up their pass prior to the first concert on **September 17<sup>th</sup>**. Passes will **NOT** be available for pick up on the day of the concert.

All 1st- & 2nd-year Music students are required to attend a minimum of 10 Wednesday Noon Hour concerts. Please see policy on next page.

All other students can pick up their concert passes in the foyer from 12pm -1pm during the week of Sept. 8th. Passes will **NOT** be available for pick up on the day of the concert.

Please write your name on your pass – **there is a \$5.00 replacement fee** if you lose it.

## Masterclasses

There are many masterclasses throughout the school year. Look for posters in the building announcing them or go to our website ([www.music.ubc.ca](http://www.music.ubc.ca)). Though you may see a charge for attendance they are **FREE for UBC Music students**. Just show your student card or concert pass.

**Go to as many as you can.** It doesn't matter if the class is not for your instrument or voice. You will be surprised at the tips and musical insights you can use.



## Music Library

The Music Library is located on the 4th floor of the Music Building.

\*Library Hours are

Mon to Thur	8:00 am to 10:00 p.m.
Fri	8:00 am to 5:00 p.m.
Sat & Sun	12:00 am to 5:00 p.m.

## UBC Card (UBC ID & Library Card)

Get your UBC Card at the UBC Bookstore.

## Pay Phones

Two pay phones are located on the 3rd floor of the Music Building next to the elevator. For your security, MUSA provides a free phone for local calls (for emergencies). It is located in the student lounge on the fourth floor.



## Parking Passes

Passes are available from Parking & Access Control, #204-2075 Wesbrook Mall (in the same building where you get your practice room key). <http://www.parking.ubc.ca>

## Address and/or Telephone Change,

## Personal Authorization Forms

Fill in an authorization form at the reception desk. Please make sure that you always notify the front office as well as update the Student Registration System with any changes in address, telephone number, name, etc. as soon as they occur.

## Course Changes

Course changes may be made on the WEB for a limited time.

### DEADLINES FOR DROPPING COURSES

#### Term 1 Courses

No record on transcript  
"W" recorded on transcript

Drop by:  
September 16, 2008  
October 10, 2008

#### Full (Two-Term) Course

No record on transcript  
"W" recorded on transcript

September 19, 2008  
November 21, 2008

#### Term 2 Courses

No record on transcript  
"W" recorded on transcript

January 19, 2008  
February 13, 2008

After the cutoff dates, the procedure is as follows:

- ✓ Print out "Change of Registration" form located online (in the Advising section of the Current Student area of the School's website)
- ✓ Complete the relevant section(s)
- ✓ Have the form signed by instructor of the course you're dropping or adding. Have them add your last date of attendance.
- ✓ Return the form to Rayne Graham (Rm. 425)

## Performance and Teaching Opportunities

The School receives many calls from the public looking for musicians to perform at weddings, special events or to teach their children. The Front Office staff compiles lists of interested students and then faxes the list to people who call. If you are interested, complete the "gig list application" and drop it off at the front desk. A reference letter from your instructor is required for first time 1st & 2nd year applicants.

## We are here to help!

### Front Office (Room 202)

**Janaia Roeder** musicoff@interchange.ubc.ca  
Front Office Receptionist

**Dawn Arndt**  
Office Equipment Specialist & Clerk, Receptionist relief

**Miriam Nechemia** miriam.nechemia@ubc.ca  
Senior School Assistant & Undergraduate and Graduate Assistant

**Isabel da Silva** isabel.dasilva@ubc.ca  
Administrative Manager **(Room 202A)**

### Office of the Director (Room 203)

**Dr. Richard Kurth** richard.kurth@ubc.ca  
Director School of Music

**Shelley Hall** musicsec@interchange.ubc.ca  
Secretary to the Director

**Dina MacDougall** concerts@interchange.ubc.ca  
Marketing & Communications Assistant

**Rayne Graham** music.advisor@ubc.ca 604-827-5502  
Student Advisor - Undergraduate & Graduate **(Room 425)**

**Laurie Townsend** laurie.townsend@ubc.ca  
Concerts & Communications Manager **(Room 206)**

### Technicians

**David Simpson** Recital Hall Booth Tel: 822-2007  
Electronics: recordings, classroom equipment etc.

**Hans Krebs** Room 212 Tel: 822-3408  
Piano: tunings, repairs etc.