

**THE COLORADO COLLEGE
MUSIC DEPARTMENT**

**MUSIC STUDENT
HANDBOOK**

2026-27

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MUSIC DEPARTMENT AND CAMPUS INFORMATION

Primary Contacts in the Music Department: 2026-27

Lead Academic Administrative Assistant/Department Coordinator:

Lisa Gregory - lgregory@coloradocollege.edu; (719) 389-6545

Academic Administrative Assistant/Events Coordinator:

Sarah Pont – spont2025@coloradocollege.edu; (719) 389-6042

Production Coordinator:

Shane Groothof – sgroothof@coloradocollege.edu; (719) 389-6553

Technical Director:

Schylar Woods – swoods2024@coloradocollege.edu (719) 389-6547

Department Chair:

Iddo Aharony – iaharony@coloradocollege.edu (719) 389-6557

Associate Chair of Performance:

Susan Grace – sgrace@coloradocollege.edu (719) 389-6556

PACKARD HALL BUILDING HOURS (all academic buildings on campus)

- Card access, 24/7

BUILDING USAGE

Packard Hall Usage Policy

1. All rehearsals and cancellation of rehearsals must be registered in the hall book with the Music Department Coordinator.
2. Due to heavy usage, all users of Packard Hall must be respectful of others. Please clear the stage after your rehearsal or event is finished. Other arrangements must be cleared with the Music department staff in advance.
3. The Music Production Coordinator must be notified to pre-approve any arrangement changes to backstage storage area.
4. Ensembles who meet weekly in Packard Hall should not leave extra equipment on stage or in the backstage storage area between rehearsals.
5. Because Packard Hall is used by so many organizations and individuals, including those outside the department, everyone needs to be flexible and plan ahead. Do not reserve time that you will not use and let Music department staff know of any changes that occur in your scheduling.
6. If you need to rehearse in the performance hall anytime when the office is not open, contact the Music Production Coordinator or staff, and arrangements will be made with Campus Safety. The hall must always remain locked when it is not being used.
7. **If you need the piano, please make sure the cover is always on when it is moved in and out of the storage area. Unlock the wheels to move the piano and reset them when the piano is in place. See additional piano instructions posted in the backstage storage area. Students may not move the piano without supervision.**
8. **Keep all food, drinks, cases, or other items that could cause damage off the pianos.**
9. Special set-ups and any major moves of instruments (such as harpsichord, organ, pianos, etc.) from room to room are coordinated with the Music Production Coordinator and/or department staff and will require advance notice.

Colorado College events policy states that no outside events can be scheduled by the department in the Packard Music Facilities. For additional information about this, please see the [CC Events webpage](#) and/or contact the Chair of the Music department.

Classroom Use Policy

This policy concerns the use of music classrooms 8, 9, 16, 17, and 20.

Music courses take precedence over all other uses. A schedule of room uses, updated weekly, is posted on the door of each room.

1. Classroom keys are issued to faculty, studio instructors, and ensemble directors only. No key will be issued or loaned to any student, nor should a faculty member entrust a key to any student at any time.
2. Classroom use is limited to musical practice and rehearsals.
3. Any student music group or ensemble must be officially sponsored by a music faculty member to obtain permission to use the classrooms. The same goes for individual students. Individual use is generally limited to students enrolled in private lessons who have department approved Gold Card access to practice rooms and require use of a classroom piano. A list of sponsored ensembles and eligible students is available in the Music Library and the Music office.
4. A faculty member who wishes to sponsor a group ensemble or individual student should do so formally in consultation and coordination with the Associate Chair of Performance for the music department.
5. After hours classroom access is monitored by the Music Library staff and is limited only to students whose names appear on the official list. Campus Safety (389-6707) may admit approved students when the Music Library is closed with prior notification.
6. Outside of the recording studio amplified instruments may be played in Packard Hall at a low practice volume and with awareness that they may be asked to stop if sound bleed becomes excessive from our less-soundproofed spaces. Rehearsals with amplified instruments should be scheduled in Studio C whenever possible.
7. Any student using a classroom must return it to the arrangement and condition in which they found it. Failure to do so will result in loss of classroom use.
8. Food is permitted in the classrooms if approved by the instructor or ensemble director. Beverages must be in covered containers. No alcohol is allowed.
9. For further information or inquiry, please contact the Associate Chair of Performance for the Music department:
 - Susan Grace, 389-6556, Packard 108, sgrace@coloradocollege.edu.

Piano Tuning

If the piano in your studio needs tuning or other repairs, please contact the Music department staff or fill out the Piano Service Request form, accessed by clicking on the QR code below and on signs posted in Packard rooms. If there are major problems with a department piano, please also contact Susan Grace x6556; sgrace@coloradocollege.edu.



Seay Library of Music & Art

Albert Seay Library of Music and Art, located on the ground level of [Sperry S. And Ella Graber Packard Hall of Music and Art](#), is the sole branch library of Colorado College Libraries & Press. Seay Library houses one of the largest liberal arts college music research and performance collections in the Western United States—a collection of over 28,000 items—which includes books, scores, audio recordings (CDs and LPs), video recordings (Blu-rays and DVDs), periodicals, reference materials, and audiovisual playback devices. The library also provides and facilitates access to online resources pertaining to music, dance, and theatre, which consist of [numerous electronic resources and databases](#). You can search the libraries' collection via [Colorado College Libraries & Press' online public access catalog \(OPAC\)](#). Materials from both Seay Library and Tutt Library can be checked out with an active Gold Card.

The facilities of Seay Library include a multi-purpose study room and a group listening and viewing room—equipped with a flat screen monitor with speakers; playback devices for CDs, LPs, phonograph records, compact cassettes, DVDs, and VHSs; and a Nord Grand digital stage piano—as well as the Department of Art's [Art + Technology \(AT\) Lab](#). The multi-purpose study room can be reserved for meetings, and reservation requests can be sent to music.library@coloradocollege.edu. Seay Library also provides access to [two off-site collections of orchestral music](#), which are available for all El Paso County ensembles to request and borrow free of charge.

Please contact Music Librarian & Seay Library Manager [Ryan Seward](#) for research assistance, library and information literacy instruction, and/or collection support within the performing arts disciplines of music, dance, and theatre. Circulation- and account-related inquiries can be directed to Music Circulation Coordinator [Dave Dymek](#).

For all inquiries concerning the Department of Music's music technology collection, please contact the department's Technical Director [Schylar Woods](#). This departmental collection is independent from the collections of Colorado College Libraries & Press and requests to borrow items from this collection are approved by the department's Technical Director.

Recording Studios

Packard houses three state-of-the-art recording facilities: Studio A – the main recording studio that supports our various Music Department course offerings, faculty projects, and the work of our music majors and minors. Studio B – the secondary recording studio, streamlined for personal music production and prioritized for student use (including those who are not majors and minors). And Studio H – the recording booth located in Packard Performance Hall, engineered to accommodate the vast needs of performers, as well as produce studio-grade recordings of its hosted events.

Our recording spaces are equipped with Apple Mac Studio computers, professional recording software, and a large variety of plug-ins and tools for processing, composing, and mixing. Additionally, each space utilizes a combination of Grace Design preamps and Universal Audio interfaces and is equipped with numerous top-tier microphones from manufacturers like Neumann, Schoeps, Royer, Shure, DPA, Sennheiser, and AKG.

Detailed information is found on the Music Department website at:

<https://www.coloradocollege.edu/academics/dept/music/facilities/recording-studios.html>.

Recording Studio – Room Access Criteria

Each recording studio is connected to its own “shared” Outlook calendar for streamlined visibility and booking of the spaces. Access to these calendars is supervised and granted by the Music department’s Technical Director (TD) and available to anyone who meets the following criteria:

Studio A – You are department faculty, a music major or minor, or have completed the Projects in Digital Music course. You have attended a studio training session with the TD and signed the “Studio A – User Agreement”

Studio B – You are department faculty, or a student who has completed one of the department’s music technology courses such as Digital Music Production or has completed a semester of (or is actively enrolled in) Ableton Live lessons. You have attended a studio training session with the TD and signed the “Studio B – User Agreement”

Studio H – There is no shared calendar for this space as it is primarily a resource for performances. However, if you are interested in recording at the Packard Performance Hall outside of the Music Department’s scheduled events, please inquire by emailing [Schylar Woods - Technical Director](#).

Recording Studio – User Priority

The main purpose of the studio spaces is to serve as a resource for music technology courses, departmental operations, music majors and minors, and other actively enrolled CC students. The list below outlines the order of priority for studio access. Please bear in mind that while this is unlikely to occur often, scheduled sessions by groups in the lower part of this list may require adjusting accordingly, and if so, will be given as much advance notice of such adjustment as possible.

Access: in order of highest to lowest priority

- Students actively enrolled in a music technology course
- Music majors actively enrolled in a thesis block or who are otherwise using the studio in service of their capstone projects
- Music majors and minors
- Actively enrolled CC students (who are not majors and minors)
 - Students have full access to the Technical Director (TD) during afternoon work hours (12 PM – 5 PM) for assistance in the studio.
- Music faculty – full-time and visiting
 - May use the studio with the full support of the TD during blocks in which there is not a scheduled music technology course; subject to the TD's approval and scheduling.
- Music studio faculty
 - Projects which are part of the CC music department have full TD support, subject to the TD's approval and scheduling.
 - Projects which qualify as professional development (i.e., recording for an audition to a music festival on the instrument they teach) or advance the college's mission in other ways have full TD support up to 4 hours per semester. Beyond 4 hours, the TD will be paid directly by the faculty member at a rate of \$50/hour.
 - Projects which qualify as personal (i.e., a record for an outside project to be sold professionally) are not part of the TD's CC work hours and must be paid directly by the faculty member at a rate of \$50/hour.
- Emeritus music faculty
 - Access to the TD's work hours up to 6 hours per semester. Beyond 6 hours, the TD will be paid directly by the faculty member at a rate of \$50/hour.
- Cross-campus collaborations and the Fine Arts Center
 - Have full access to the TD's work hours; subject to the TD's approval and scheduling.
- Other CC faculty and staff (outside of the music department)
 - Projects for academic courses have full access to the TD's work hours; subject to the TD's approval and scheduling
 - Projects which advance the college's mission statement have access to 4 work hours per semester, per employee. Beyond 4 hours, the TD will be paid directly by the employee or department at a rate of \$50/hour.
 - Projects for use outside of college purposes have no access to the TD's work hours and must pay the TD directly at a rate of \$50/hour.
- Alumni
 - May have access at the TD's discretion and only with the TD present. A flat fee of \$50 per day must be paid directly to the Music Department for use of the space in addition to paying the TD's work hours at a rate of \$50/hour.

- Local community (not CC affiliated)
 - Same as Alumni policy.

Recording Studio – Booking Procedure

Individuals who have been approved for access in the studio spaces by the TD will receive permission to book sessions using each space's respective Outlook calendar. Access to this calendar system is granted via direct invite by the TD and will occur only after the individual has attended a studio training session and signed their “Studio Policy Agreement.” Those who are not connected to the shared studio calendars may submit requests to book any of the studio spaces by emailing [Schylar Woods - Technical Director](#).

How to Book a Session on the Calendar:

1. First, select the appropriate studio calendar for your session (i.e., Studio A or B)
2. Verify the desired slot is available and create a new event for the day/time needed.
3. On the event details, please add the following information:
 - New Event – Type out your first and last name here
 - Invite people – Add the names of all who will be attending this booked session
 - Date/Time – Ensure you have the correct day and input the hours of your session
 - Notes – Please indicate the type of session requested (Capstone project, music class project, personal project, demo recording, etc.)
 -

Guidelines for Booking Sessions:

- Booked sessions may not exceed 4 hours in a single day.
- Special exceptions may be made for capstone work that requires longer sessions but must first be approved by [Schylar Woods - Technical Director](#).
- All sessions must be during approved campus hours (i.e., between 12:15 PM and 10 PM)
 - If cancellation of a booked session is necessary, it should be removed from the calendar as soon as possible to free the calendar for other users.
 - **NO PERSON is authorized to cancel or reschedule any session that is not their own.**
 - Doing so will result in a loss of studio privileges.

General Warnings for Studio Use:

- When booking sessions, you assume full responsibility for the space you are working in and must treat it with respect (i.e., clean up after use, food or drink in designated places only, care of equipment, etc.)
- To maintain readiness for department and course operations, individuals are required to restore the studio back to its original state (as shown at the entrances to each space) and not authorized to leave any additional equipment out unless they have received prior approval of the TD.
- If you are 30 minutes late for your booked time, you are subject to forfeit the session.
- Anyone using the studio outside of the approved campus hours, or without a booked session on the calendar, will lose access to their studio privileges.

Studio C – The Collaboration / Rehearsal Space

Room 12 of Packard Hall serves as our dedicated collaboration studio for small to medium-sized ensembles and student bands. It features three oversized storage lockers, full internal acoustic treatment, an isolation barrier, and a comprehensive PA system with all necessary equipment for rehearsals. The space also includes an 8-channel audio interface, a selection of basic studio microphones, DI boxes, and instruments, allowing users to produce simple performance demos.

Detailed information is found on the Music Department website at:

<https://www.coloradocollege.edu/academics/dept/music/facilities/recording-studios.html>.

Studio C – Room Access Criteria

Studio C is connected to its own “shared” Outlook calendar for streamlined visibility and booking of the space. Access to this calendar is supervised and granted by the Music department’s Technical Director (TD) and available to anyone who meets both of the following criteria:

- 1) You are department faculty or a currently enrolled CC student.
 - The ensemble, group, or band must possess at least one member who meets the (above) requirement.
 - If the only CC affiliated member of said ensemble, performance group, or band leaves the project (for any reason), this must be reported to the TD and will result in a loss of studio access for the remaining members.
- 2) You have attended a studio training session with the TD and signed the “Studio C – Policy Agreement”
 - All members of said ensemble, performance group, or band must sign the “Studio C – Policy Agreement,” even if they are not an official part of the Colorado College community.

After it is determined that you (and your peers) meet both requirements, any members with a CC Gold Card will be granted swipe access to the space.

Studio C – User Priority

The primary purpose of this collaboration space is to serve as a resource for departmental operations, music majors and minors, and other actively enrolled CC students. The list below outlines the order of priority for studio access. Please bear in mind that while this is unlikely to occur often, scheduled sessions by groups in the lower part of this list may require adjusting accordingly, and if so, will be given as much advance notice of such adjustment as possible.

Access: in order of highest to lowest priority

- Music majors and minors
- Actively enrolled CC students (who are not majors and minors)
- Music faculty – full-time and visiting
- Music studio faculty
- Emeritus music faculty

- Other CC faculty and staff (outside of the music department)

Studio C – Booking Procedure

Individuals who have been approved for access in the studio spaces by the TD will receive permission to book sessions using each space's respective Outlook calendar. Access to this calendar system is granted via direct invite by the TD and will occur only after individuals have attended a studio training session and signed their “Studio C – Policy Agreement.” Those who are not connected to the shared calendar may submit requests to book the space by emailing [Schylar Woods - Technical Director](#).

How to Book a Session on the Calendar:

4. First, select the appropriate calendar for your session (i.e., Studio C)
5. Verify the desired slot is available and create a new event for the day/time needed.
6. On the event details, please add the following information:
 - New Event – Type out your first and last name here
 - Invite people – Add the names of all who will be attending this booked session
 - Date/Time – Ensure you have the correct day and input the hours of your session
 - Notes – Please indicate the type of session requested (Capstone project, music class project, personal project, demo recording, etc.)

Guidelines for Booking Sessions:

- Booked sessions may not exceed 4 hours in a single day.
- All sessions must be during approved campus hours (i.e., between 12:15 PM and 10 PM)
- If cancellation of a booked session is necessary, it should be removed from the calendar as soon as possible to free the schedule for other users.
- **NO PERSON is authorized to cancel or reschedule any session that is not their own.**
 - Doing so will result in a loss of studio privileges.

General Warnings for Studio Use:

- When booking sessions, you assume full responsibility for the space you are working in and must treat it with respect (i.e., clean up after use, food or drink in designated places only, care of equipment, etc.)
- To maintain readiness for department and course operations, individuals are required to restore the studio back to its original state (as shown at the entrances to each space) and not authorized to leave any additional equipment out unless they have received prior approval of the TD.
- If you are 30 minutes late for your booked time, you are subject to forfeit the session.
- Anyone using the studio outside of the approved campus hours, or without a booked session on the calendar, will lose access to their studio privileges.

MAJOR/MINOR DECLARATION:

In order to declare a music major, a student must have sophomore standing, have taken two academic music courses, and have completed at least one semester (.25 unit) of music lessons or participation in a music ensemble. In order to declare a music minor, a student must have completed at least one academic music course OR one full unit (four .25 units) of lessons and/or ensembles).

The music major/minor declaration process must be completed prior to the end of week 2 of the first block in a given semester in order to receive departmental financial scholarship support for music lessons for that semester.

An interested student should first email their preferred major/minor advisor to schedule an initial advising meeting in which expectations and opportunities could be discussed. Alternatively, students interested in the major or minor are encouraged to reach out to the Music department chair.

Good Standing in the Music Department

Students in the music department must remain in “good standing” to receive lesson scholarships for the following semester. Additionally, a student must be in “good standing” to be considered for departmental grants, tuition scholarships, and awards.

A music major is considered to be in “good standing” in the department if they:

- Enroll in and pass a minimum of two academic music blocks each academic year.
- Attend at least six concerts each semester and participate in department gatherings and events.
- Check-in with their advisor at least once each semester during preregistration.
- Maintain an active presence around the department.

A music minor is considered to be in “good standing” in the department if they:

- Enroll in and pass a minimum of one academic music block each academic year.
- Attend at least four concerts each semester and participate in department gatherings and events.
- Check-in with their advisor at least once each semester during preregistration.
- Maintain an active presence around the department.

STUDENT GRANTS FOR CAPSTONE AND OTHER PROJECTS

The Music department has a modest fund to support music majors who are pursuing projects directly related to their academic and creative work in the Department. For 2026-27, the cap per student is \$400. Majors may request up to an additional \$100 (maximum of \$500), but these additional funds are not guaranteed.

The Music department will also consider proposals for innovative projects related to music creation and music scholarship. Requests of up to \$500 will be considered from declared majors and minors in good standing.

To apply for such funds, students must be in Good Standing in the department and should email a proposal directly to the department chair. The proposal should include the following elements: project description, budget, and rationale explaining exactly how the requested funds will be used. We anticipate requests for research materials, travel, software, performance expenses and fees (instrument rental, copying, etc.). Any hardware acquired through the use of these funds will become the property of the Music department. If proposals exceed \$500, the student should identify additional sources of funding to ensure successful completion of the project.

Proposals are due by the third Monday of each block and will be considered at Music department meetings on the third Thursday of each block, with decisions being announced by the end of that given block.

Distinction in Music

To be considered for “Distinction in Music” at graduation, a senior major would need to excel in three areas: A) an outstanding GPA in music courses (usually over 3.8); B) active participation in music department activities; and C) the quality of the senior capstone.

LESSON INFORMATION

Lessons

1. Students must register **each semester** for music lessons. Registration information and forms are available online on the [Lessons](#) page of the [Music website](#).
2. Students are charged \$550 per semester for 12 lessons which are a minimum duration of 40 minutes. It is the **joint responsibility** of the student and faculty member to schedule lesson times. Please make sure your phone number is current and available to the instructor.
3. Class instruction in piano, voice, guitar, and bluegrass guitar is offered at a cost of \$90 per semester. Classes are approximately 45 min. and meeting times are set by the instructors.
4. Students may sign up for lessons as late as the beginning of 2nd block of the semester, but it is not recommended. If all 12 lessons can be completed in the remaining time and both student and faculty member agree to this, the lessons can go forward. Again, it is not recommended that students begin lessons this late.

Private lessons for students in ensembles

The Music department will pay for up to two lessons, either private or group, per semester for students in ensembles but not officially signed up for lessons. The lesson will be 40 minutes and must be arranged with the appropriate CC performance faculty member.

Junior/Senior Recital Lessons

1. Studio faculty members at Colorado College may wish to offer extended voice or instrumental lessons to students planning a junior or senior recital in the following semester only.
2. Twelve lessons can be offered for the semester, but the duration is one hour as opposed to the standard 40 minutes. The cost of the lessons will be prorated – instead of the standard \$550/semester, the senior recital lesson fee will be \$825.
3. The recital student must also enroll in MU401/402: Readings (non-majors) or in MU437/438: Senior Capstone Project (senior music majors) if they wish to receive academic credit for the recital.
4. A student taking extended lessons is NOT guaranteed a full senior recital. As always, the audition determines whether the full senior recital, half-recital, or no recital is appropriate.

Shared Lessons

Shared lessons for instruments other than piano, guitar and voice are available to students. No more than four students may enroll in a shared lesson. The instructor and the students must agree to this arrangement. Shared lessons are 45 minutes in length.

The fee schedule is as follows:

- 2 students - \$275.00 per student
- 3 students - \$184.00 per student
- 4 students - \$137.50 per student

Enrollment in Private Lessons

Students who wish to enroll in 3 or more private lessons must first get permission from the Associate Chair for Performance to do so. If permission is granted, they will coordinate with the instructors involved.

Dropping Lessons

- Students may drop after 1-3 private lessons OR before the 2nd Monday of the 2nd Block of the semester, *whichever comes first*, and receive a 75% refund.
 - No refunds will be given for private lesson withdrawals after three lessons OR after the 2nd Monday of the 2nd block of the semester.
- There is no refund if dropping a group lesson class after the second meeting of the class.
- **In order to withdraw, students must obtain consent of instructor and then notify the Music Office. The Music Office will send a withdrawal form to the student via Adobe Sign. The Registrar's drop/add form may NOT be used. Once the Music Office receives the signed withdrawal form from the student via Adobe Sign, they will send the information to the Registrar's Office to process the withdrawal.**

Cancellation/Make-up Policy

Make-up policy for missed lessons should be determined by the individual faculty member and made clear to each student, either verbally or in writing at the beginning of each semester. Instructors may wish to adopt a 24-hour cancellation policy. Exceptions should be made due to illness and when academic classes have last-minute changes. If field trips are scheduled for entire blocks, it is up to the student and faculty member to make sure all lessons can be completed in the time remaining. If faculty members miss lessons, they are required to reschedule that lesson. As students are expected to give notice of lesson cancellations in a timely fashion, this show of respect should be extended to the students as well, when possible. It is important that students and faculty members have current contact information for each other.

Grades

1. Faculty will enter grades into BANNER at the end of each semester.
2. Faculty should convey their grading policies to their students at the beginning of the semester. Grading rubric should include attendance, progress and effort, and participation in a performance once per semester, if appropriate.
3. Grades for graduating seniors are due to the Registrar a week before all other students. These grades must be received in order for the students to qualify for graduation.

Financial Aid for Music Lessons:

Music lesson scholarships are available for students on financial aid. When a student signs up for lessons they should indicate at that time that they need assistance. Financial aid is assigned according to need. Only in special circumstances will students be given a lesson scholarship when they are not on college aid or a declared music major or minor (see below). Faculty members will be asked to evaluate the students who are on music lesson scholarships at the end of each semester for attendance and active participation in lessons. Receiving a scholarship from

the Music department is a privilege. All scholarship students must write a thank you note to their benefactor to receive further scholarship in subsequent semesters.

Lesson Scholarships for Music Majors:

Declared music majors receive a full scholarship for the first set of lessons each semester and can receive an additional one-half scholarship if they are taking a second set of lessons. Scholarships are awarded in Blocks 1 and 5; scholarship awards for students who declare after week 2 of Blocks 1 and 5 will go into effect the following semester. **Music majors who do not complete all requirements of the major prior to their graduation will be charged retroactively for any lessons taken in the department covered by scholarship.**

Lesson Scholarships for Music Minors:

Declared music minors receive a full scholarship for the first set of lessons each semester for up to a total of four semesters. Scholarships are awarded in Blocks 1 and 5; scholarship awards for students who declare after week 2 of Blocks 1 and 5 will go into effect the following semester. If a music minor has completed at least three academic, block-long courses by the end of their fourth semester of lessons, they may receive additional scholarships at the discretion of the faculty. **Music minors who do not complete all requirements of the minor prior to their graduation will be charged retroactively for any lessons taken in the department covered by scholarship.**

Practice Rooms and Lockers

1. Students who are taking private lessons or are participating in a music ensemble will be eligible for Gold Card access to the practice rooms. Students not participating in lessons or ensembles are charged a fee of \$100 per semester for Gold Card access. The charges help with piano tuning and maintenance. When they are not being used for a regular course or rehearsal, some classrooms may be available to students enrolled in lessons and ensembles for practice time. See **Classroom Use Policy**.
2. In addition, students participating in lessons or ensembles may check out a locker key. Contact the Music Production Coordinator in Packard 49 or by calling 719-389-6553. The key must be returned at the end of the fall semester if the student will not be continuing with lessons or ensembles in spring semester or prior to any blocks abroad. All keys must be returned at the end of the spring semester. Students who fail to do so will be charged \$100 on their student account to cover the cost of re-keying the lock.

Instrument Checkout Policy

1. Registered CC students who are taking lessons with CC Music faculty or participating in a department ensemble are eligible for semester or yearly use of wind and string instruments. The department has a limited number of instruments that can be checked out. A faculty member must sponsor the student through private lessons or an ensemble.
2. Paperwork and check-out of instruments will be handled by the Music Production Coordinator. All instruments must be returned at the end of the rental period or replacement value will be charged to the student's account and grades will be held.

3. The College assumes routine maintenance costs for the instruments. In the event that repairs are needed as a result of misuse, the student will be billed for the cost. Repairs must be coordinated with the Music department and not undertaken by the student.
4. Rented instruments may not be taken off campus. A limited number of school-owned, large instruments, i.e., string bass, etc., may not be taken out of Packard Hall. Any instruments leaving Packard Hall must be approved by the Associate Chair of Performance and signed out by the Music Production Coordinator. Usage must be for professional reasons or departmental sponsored events only. The organization or individual must have a Colorado College Music department sponsor if he/she is not directly connected to the department.

STUDENT PERFORMANCE OPPORTUNITIES

Elementary/Intermediate Performance Class

Offered on the last Monday of each **semester** at 4:00 PM, this is an informal performance in Packard Performance Hall for less advanced students. Students must be taking lessons through the department and have the instructor's approval. Students must fill out a form for this class which is available in the Music department and turn it into the Music department office no later than Friday at noon before the class. Please contact Susan Grace (Packard 108, x6556) for instrumental accompanying and Dan Brink (Packard 106, x6551) for vocal accompanying.

Instrumental Performance Class

This class is offered **each block** on the third Monday at 3:00 PM in Packard Performance Hall. Any level of ability is accepted as well as any instrument or chamber ensemble. One or more faculty members will be available to critique. A sign-up sheet will be posted on the wall outside of the Music office the week before the class. Students should sign-up by noon on Friday prior to the class. Students should contact Susan Grace (Packard 108; x6556), accompanist for the class.

Voice Performance Class "Tutti"

Voice performance class meets **each block** on the second Friday at 3:00 PM in Packard Performance Hall. Attendance at this class is required for all voice students. Contact Josh Franklin for details (Packard 105, x6550). Students should contact Dan Brink (Packard 106, x6551), accompanist for the class.

Master Classes

Occasionally, throughout the year, the department will have guest artists who will present master classes for the students. Faculty will be notified as far in advance as possible of these classes. Faculty will contact their students about these classes and prepare any students who they feel would benefit from this kind of instruction.

Chamber Ensembles

Students who are interested in forming small ensembles (trio, quartet, or quintet) should contact the Music office staff to be connected with a faculty coach. Once an ensemble is established, regular coachings will be made available by the performance faculty interested in participating. Students may register for a chamber ensemble as an adjunct course.

Music at Midday

1. These concerts are scheduled **each block** on the third Wednesday at 12:15 PM in Packard Performance Hall. Students must be at the intermediate/advanced level and performance ready. The concerts are open to students who are signed up through the department for lessons, as well as any small ensembles which have a faculty sponsor and have had coachings.
2. **Students must fill out a form in the Music department, obtain the instructor's signature, and return it to the office by noon of the preceding Monday.** All types of music are accepted for these performances with the instructor's approval.

3. Students should dress nicely for these concerts. Faculty members are asked to work with their students on stage etiquette.

MUSIC AT MIDDAY GUIDELINES

Students should read over the following guidelines **before** the Music at Midday performance. The dress and etiquette should reflect the student's respect for his or her music, the instructor, and the audience.

Turn off all cell phones!!!

Use a practice room or classroom to warm up, **not** the lobby or hallway outside the performance hall. The student should be in the Green Room (the room behind the stage) at least one act before they are to perform.

Performance Etiquette

Acknowledge the audience before and after playing.

Acknowledge the accompanist.

Dress

Nice casual or appropriate attire for the ensemble

Don't wear:

Ripped or torn jeans

Athletic wear

Hiking boots or athletic shoes

Hats or other head coverings, unless for religious purposes

Anything that does not fit or that you are uncomfortable wearing

Student Recitals

1. The following are requirements for all Music department-sponsored recitals, including non-credit, credit and senior projects. All **advanced** level students are invited to give recitals with the following provisions:
 - The student must be studying with a member of the CC performance faculty.
 - The student must have performed in **2** Music at Midday concerts sometime during the 2 semesters prior to the recital.
 - The student must pass an audition.
2. All students will need to audition for a recital date, time, and place, at least 3-5 weeks prior to the performance date. The audition will be 10-15 minutes in length and should include repertoire from the recital. (Generally, singers must perform 2 pieces of their own choosing in addition to 2 more pieces selected by the committee.)
3. The audition committee will be made up of one academic faculty member and another faculty member, both invited by the student. The student's teacher should not be one of the committee members, but should be consulted by the audition committee.
4. It will be the responsibility of Susan Grace, the studio teacher, and the student to set the audition time. If there are several recitals, there will be an effort made to have all auditions at the same time. If students are featuring guest artists at their recitals, the guest artists must attend the audition as well.

5. **Two weeks prior to the audition**, the student must submit a form listing the recital repertoire to the Music Department Coordinator, which will then be distributed to the recital committee. This form can be obtained in the Music office. The repertoire must have the approval of the student's teacher. The repertoire can be discussed by the committee and recommendations can be made to the student and teacher.
6. There are two types of department-sponsored recitals for which the student can audition:
 - Evening at 7:00 PM or afternoon with a start time between 3:00-5:00 PM in Packard Hall
7. Dates can be arranged with the Music department staff, but they will remain tentative until the recital is approved. **The student's teacher and the accompanist must be informed of all dates.** Both full and half recitals are encouraged.
8. Final program information must be provided to the Music department staff **not less than two weeks** before the recital date electronically. No handwritten program information will be accepted. Program information must be approved by the instructor before it is submitted. The department cannot guarantee a program for the recital if information is received less than two weeks prior.
9. Department-sponsored recitals include the following: recital programs, piano tuning, and department accompanist. Recitals will be audio recorded. If live-streaming or video recording is desired, coordination with Music department staff and the Technical Director is the responsibility of the student. A two-week notice is required for these services.
10. Recitals performed at outside venues or in Packard Room 9 are at the discretion of the student's teacher.
11. It is not mandatory that the student present a recital for academic credit. However, the recital student who does want academic credit for the recital must also enroll in MU321/322 Advanced Performance with a full-time academic faculty member and will be expected to do some historical and analytical work on the repertoire of the recital and write appropriate program notes to accompany the performance. The final grade will be determined by the student's teacher and the MU 401/402 Readings academic faculty member.
12. Extended lessons are available to students who are presenting a junior or senior recital.

Accompanists

1. Susan Grace (Packard 108; ph: 389-6556) will accompany any student instrumentalist in concert, performance class, or auditions. She is also available for a rehearsal of a piece the student is preparing, but not performing. The preparation of the music should be far enough along to make the session beneficial and must be previously coached by the teacher. Students should call for an appointment.
2. Dan Brink (Packard 106; ph: 389-6551) will accompany any student singer under the same arrangements. Students should call for an appointment.
3. Please encourage students not to wait until the last minute to ask for rehearsal time. Last minute inquiries cannot always be accommodated.
4. Student accompanists are encouraged whenever possible.