This handbook is designed to assist you in the completion of your music studies at Valley City State University. While we have attempted to include all relevant information in this handbook, we welcome your suggestions for improvement of subsequent editions.

The study of music is an all-consuming endeavor. Becoming a good musician, whether performer, teacher, or sound technician, is dependent to some extent upon the talent of the individual. Even more important, however, is hard work and dedication. Your success at Valley City State is clearly in your own hands, and only you can set the limits of your achievement.

Important Notices for Online Students

VCSU online coursework is not self-paced: it is planned and organized around a fifteen-week semester schedule and an abbreviated summer term. Students are expected to fulfill class requirements on the timeline set forth in the syllabus for each course.

Due to individual state regulations, VCSU is not able to accept applications at this time for online coursework delivered in certain states. Please check [http://distancelearning.vcsu.edu/vp.htm?p=2623](http://distancelearning.vcsu.edu/vp.htm?p=2623) for your state’s eligibility and restrictions.
### INDEX

- **Faculty & Staff Directory** ................................................................. 4
- **Checklist for Admission to the Department of Music** .......................... 5
- **Application to the University/ General Admission Requirements** .......... 6
- **Admission to the Department of Music** .............................................. 8
  - Theory/Aural Skills Placement Examination .................................................. 8
  - Entrance Audition .................................................................................. 8
- **Planning Your Program - The Bachelor of Science/Arts in Music** ............ 9
  - General Education Requirements ............................................................ 9
  - Minor Area of Study ............................................................................ 12
  - Music Major ....................................................................................... 13
  - Online Music Courses ........................................................................ 14
  - Other Music Degree Requirements ......................................................... 14
    - Class Piano ....................................................................................... 14
    - Ensembles ......................................................................................... 15
    - Applied Lessons ............................................................................... 15
  - Additional Requirements/Electives ......................................................... 16
- **General Requirements for Graduation** .................................................. 16
- **Minors and Certificates** ...................................................................... 17
- **Responsibilities of Online Students** ..................................................... 18
- **General Academic Information** ............................................................ 19
  - Transfer Credit .................................................................................... 19
  - Credit by Exam .................................................................................... 19
  - Audit Policy .......................................................................................... 19
  - Obtaining Course Materials ................................................................ 19
  - Advising ............................................................................................... 20
  - Course Load .......................................................................................... 20
  - Adding & Dropping Courses ................................................................ 20
  - Drop, Cancel, & Withdraw .................................................................... 20
  - Credit .................................................................................................... 20
  - VCSU Learning Center .......................................................................... 20
  - Tutor Service ....................................................................................... 21
  - Incompletes .......................................................................................... 21
  - Repeating a Course ............................................................................. 21
  - Academic Calendar, Class Schedules, Final Exam Schedule ..................... 21
  - Graduation Audits ............................................................................... 21
  - Change of Major/Catalog ..................................................................... 22
  - Payments ............................................................................................... 22
  - Refund Policy ...................................................................................... 22
  - Financial Aid ........................................................................................ 22
Library.......................................................................................................................... 23
Technology Requirements & Support ............................................................................... 24
  VCSU Network Account and Online Course Information ............................................. 24
  To Get Started with the VCSU Blackboard Online Learning System .......................... 24
  VCSU Email .................................................................................................................. 25
  Campus Connection ...................................................................................................... 25
  VCSU Bookstore .......................................................................................................... 25
  VCSU Student IDs ........................................................................................................ 25
  To Get Started with Blackboard Collaborate ................................................................. 26

History, Accreditation, Mission, & Goals ........................................................................ 27
Applied Lesson and Proficiency Checklists ...................................................................... 28
Applied Student Jury Self-Evaluation .............................................................................. 34
Ensemble Credit and Documentation Checklist ................................................................ 35
Cultural Block Form for BA Majors .................................................................................. 37
Previous Bachelor’s Degree Form .................................................................................... 38
Application for Consortium Agreement Between Two Institutions .............................. 39
### FACULTY & STAFF DIRECTORY
Campus Telephone: 1-800-532-8641, followed by the extension

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bookstore</strong></td>
<td><a href="mailto:bookstore@vcsu.edu">bookstore@vcsu.edu</a>, 3-7165</td>
</tr>
<tr>
<td><strong>Business Office</strong></td>
<td><a href="mailto:business.office@vcsu.edu">business.office@vcsu.edu</a>, 3-7232</td>
</tr>
<tr>
<td><strong>Enrollment Services</strong></td>
<td><a href="mailto:enrollment.services@vcsu.edu">enrollment.services@vcsu.edu</a>, 3-7101</td>
</tr>
<tr>
<td><strong>Financial Aid Office</strong></td>
<td><a href="mailto:betty.schumacher@vcsu.edu">betty.schumacher@vcsu.edu</a>, 3-7412</td>
</tr>
<tr>
<td><strong>Learning Center</strong></td>
<td><a href="mailto:jodi.shorma@vcsu.edu">jodi.shorma@vcsu.edu</a>, 3-7231</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td><a href="mailto:library@vcsu.edu">library@vcsu.edu</a>, 3-7277</td>
</tr>
<tr>
<td><strong>Music Administrative Assistant</strong></td>
<td><a href="mailto:paula.larson@vcsu.edu">paula.larson@vcsu.edu</a>, 3-7272</td>
</tr>
<tr>
<td><strong>Music Advisement Coordinator</strong></td>
<td><a href="mailto:christopher.redfearn@vcsu.edu">christopher.redfearn@vcsu.edu</a>, 3-7377</td>
</tr>
<tr>
<td><strong>Music Instructors</strong></td>
<td></td>
</tr>
<tr>
<td>Applied Piano</td>
<td><a href="mailto:geraldine.ong@vcsu.edu">geraldine.ong@vcsu.edu</a>, 3-7375</td>
</tr>
<tr>
<td>Aural Skills</td>
<td><a href="mailto:nicholaus.meyers@vcsu.edu">nicholaus.meyers@vcsu.edu</a>, 3-7386</td>
</tr>
<tr>
<td>Aural Skills</td>
<td><a href="mailto:jason.laczkoski@vcsu.edu">jason.laczkoski@vcsu.edu</a>, 3-7378</td>
</tr>
<tr>
<td>Basic Conducting</td>
<td><a href="mailto:james.m.adams@vcsu.edu">james.m.adams@vcsu.edu</a>, 3-7271</td>
</tr>
<tr>
<td>Class Piano</td>
<td><a href="mailto:geraldine.ong@vcsu.edu">geraldine.ong@vcsu.edu</a>, 3-7375</td>
</tr>
<tr>
<td>Concert Attendance</td>
<td><a href="mailto:christopher.redfearn@vcsu.edu">christopher.redfearn@vcsu.edu</a>, 3-7377</td>
</tr>
<tr>
<td>Composition</td>
<td><a href="mailto:christopher.norby@vcsu.edu">christopher.norby@vcsu.edu</a></td>
</tr>
<tr>
<td>Composition</td>
<td><a href="mailto:vincent.sidoti@vcsu.edu">vincent.sidoti@vcsu.edu</a></td>
</tr>
<tr>
<td>Diction</td>
<td>christopher.redfearn @vcsu.edu, 3-7377</td>
</tr>
<tr>
<td>History of Rock’n’Roll</td>
<td><a href="mailto:jon.rudolph@vcsu.edu">jon.rudolph@vcsu.edu</a>, 3-7274</td>
</tr>
<tr>
<td>Music Appreciation</td>
<td><a href="mailto:robin.allebach@vcsu.edu">robin.allebach@vcsu.edu</a>, 3-7262</td>
</tr>
<tr>
<td>Music Business</td>
<td><a href="mailto:jon.rudolph@vcsu.edu">jon.rudolph@vcsu.edu</a>, 3-7274</td>
</tr>
<tr>
<td>Music Fundamentals</td>
<td><a href="mailto:jon.rudolph@vcsu.edu">jon.rudolph@vcsu.edu</a>, 3-7274</td>
</tr>
<tr>
<td>Music History</td>
<td><a href="mailto:jason.laczkoski@vcsu.edu">jason.laczkoski@vcsu.edu</a>, 3-7378</td>
</tr>
<tr>
<td>Music Theory</td>
<td><a href="mailto:nicholaus.meyers@vcsu.edu">nicholaus.meyers@vcsu.edu</a>, 3-7386</td>
</tr>
<tr>
<td>Pedagogy (Applied &amp; Piano)</td>
<td><a href="mailto:suzanne.schons@vcsu.edu">suzanne.schons@vcsu.edu</a></td>
</tr>
<tr>
<td>Portfolio Development</td>
<td><a href="mailto:james.m.adams@vcsu.edu">james.m.adams@vcsu.edu</a>, 3-7271</td>
</tr>
<tr>
<td>Scoring &amp; Arranging</td>
<td><a href="mailto:james.m.adams@vcsu.edu">james.m.adams@vcsu.edu</a>, 3-7271</td>
</tr>
<tr>
<td><strong>Registrar’s Office</strong></td>
<td><a href="mailto:registrar@vcsu.edu">registrar@vcsu.edu</a>, 3-7295</td>
</tr>
<tr>
<td><strong>Student Academic Services</strong></td>
<td><a href="mailto:jan.drake@vcsu.edu">jan.drake@vcsu.edu</a>, 3-7302</td>
</tr>
<tr>
<td><strong>Technology Support-VCSU HelpDesk</strong></td>
<td><a href="mailto:help.desk@vcsu.edu">help.desk@vcsu.edu</a>, 3-7340</td>
</tr>
<tr>
<td>(7:30 am-5:00 pm, 5:45 pm-9:45 pm CT)</td>
<td></td>
</tr>
<tr>
<td><strong>Technology Support-NDUS HelpDesk (after hours)</strong></td>
<td><a href="mailto:help.desk@nodak.edu">help.desk@nodak.edu</a></td>
</tr>
<tr>
<td>(weekends or 9:45 pm - 12 midnight (CT))</td>
<td>1-866-HLP-NDUS (457-6387)</td>
</tr>
</tbody>
</table>
CHECKLIST FOR ADMISSION TO THE BS/BA IN MUSIC DEGREE

Courses fill rapidly: complete the admissions and registration processes as early as possible in order to reserve your spot. To guarantee that your records will be evaluated by a music faculty member and your plan approved in time to apply for financial aid, complete steps 1-6 below by July 1 for fall semester or October 1 for spring semester. NOTE: due to individual state regulations, VCSU is unable to accept applications from students residing in certain states. Please check the following website for state eligibility and restrictions: http://distancelearning.vcsu.edu/vp.htm?p=2623

1. □ Apply to Valley City State University and submit the $35 application fee (see pp. 6-7).

2. □ Submit all materials required for your category of application (see pp. 6-7).

3. □ Submit an application and an audition to the Department of Music (see p. 5, pp. 8-10).

4. □ After all official transcripts have been received, your transfer credits will be evaluated and a copy will be sent to you via mail. Then, you will be assigned a music advisor. Draft a plan for completion of the degree program, so that your advisor can work with you. Your plan is determined by the general requirements of the university, the music degree requirements; the number of credits accepted for transfer; and the number of credits you are able to complete each semester. You and your advisor will work together to edit the program plan until it becomes a complete, working plan (see pp. 11-20).

5. □ Apply for financial aid. If you have a previous degree, your completed program plan must be submitted with your financial aid application (see p. 25).

6. □ Complete the online theory placement exam, unless you have already completed Theory I and Aural Skills I with a grade of “C” or better (see p. 8).

7. □ Once admitted, register for classes in consultation with your assigned music advisor. Be sure that you know when classes begin. Registration should occur at least 2 weeks prior to the first day of class to allow time to obtain your course materials.

8. □ Once accepted, receive a user name and vcsu.edu email account (email and blackboard accounts are only assigned to registered students). You will receive an email notification upon creation of your account. Use your university email for all official communications related to your education (see p. 28).

9. □ Order your textbooks / course materials so that they arrive in time for your first class. The VCSU bookstore website provides text information for every course (see p. 22). http://bookstore.vcsu.edu/home.aspx

10. □ Ensure that you meet the technology requirements for your online coursework (see p. 27). http://itc.vcsu.edu/
APPLICATION TO THE UNIVERSITY

GENERAL ADMISSION REQUIREMENTS  http://distancelearning.vcsu.edu or enrollment.services@vcsu.edu

Admission of Freshman Students
You have not attended a post-secondary institution since completing high school. For automatic admission, you must have completed the College Preparatory Course Requirements (4 units English, 3 units Math [Algebra 1 or above], 3 units Lab Science, and 3 units Social Science).

- Application for Admission (including ACT or SAT scores)
- Non-refundable fee of $35

Admission of Transfer Students
You have attended one or more post-secondary institutions. In order to be considered for admission, you must have a 2.00 GPA on a 4.00 scale. If you have completed less than 24 transferable credits, you must follow freshman applicant requirements as well.

- Application for Admission (including ACT or SAT score)
- Non-refundable fee of $35
- Official transcripts of all previous academic work from each institution attended

Admission of a Returning Student
You have taken coursework at VCSU and intend to take additional coursework after having been out for more than one semester.

- Returning Student Form
- Official Transcripts of all academic work from each institution attended since leaving VCSU

Admission of Non-Degree Students
You do not intend to earn a degree from VCSU but would like to enroll in a course. A maximum of 16 credits may be taken as a non-degree student, at which time you will need to apply as a freshman or transfer student in order to take additional courses. Non-degree status should not be confused with being undecided nor be used as a method to avoid admission requirements for any other admit type. Non-degree students are not eligible for financial aid.

- Application for Admission
- Non-refundable fee of $35
Admission of Early Entry Students (Jump Start and Dual Credit)
You have not graduated from high school and want to take courses from VCSU that will be applied to college credit. You must have 3.25 cumulative GPA to be admitted.

- Application for admission
- Non-refundable fee of $35
- Early Admission Registration Form – includes permission from high school official
- Official high school transcript showing progress toward completion of the College Preparatory Course Requirements (4 units English, 3 units Math [Algebra 1 or above], 3 units Lab Science, 3 units Social Science)

Admission of International Students – Canadian
You are a citizen of Canada and are applying for full-time study with VCSU. If you are a freshman applicant, follow the freshman instructions. If you are a transfer applicant, follow the transfer student instructions.

- Application for admission (including proof of finances forms)
- Non-refundable fee of $35

Admission of International Students – Non-Canadian
You are a citizen of a country other than the United States or Canada and are applying for full-time study with VCSU.

- International Application for admission
- Non-refundable fee of US $35
- Official TOEFL scores
- If seeking transfer credit from international institutions, students must submit official transcripts and appropriate fee ($160) to World Education Services (www.wes.org). The Comprehensive Course-by-Course Report is required.
- $100 US tuition deposit

For assistance with the Application for Admission, contact the Enrollment Services Office at enrollment.services@vcsu.edu or call 1.800.532.8641 ext 7101.

For assistance with the Returning Student Form or course registration, please contact the Registrar’s Office at registrar@vcsu.edu or call 1.800.532.8641 ext 7295.
ADMISSION TO THE DEPARTMENT OF MUSIC

An application to the VCSU Department of Music is required of all prospective majors, minors, and certificate students in music. A complete application includes completion of the online theory/aural skills placement exam; and submission of the application form (music.vcsu.edu), a DVD performance audition, and a plan for completion of the program (students seeking only a certificate to do not need to submit a performance audition DVD).

THEORY / AURAL SKILLS PLACEMENT EXAMINATION

The Theory / Aural Skills Placement Examination tests the student's ability to read notation and rhythms; as well as knowledge of chords, intervals, key signatures, and scales. Admission to MUS 109 Theory I / MUS 121 Aural Skills I requires a score of 80% or better on the placement examination; or a grade of “C” or better in MUS 101 Music Fundamentals (offered Fall, Spring, and Summer). Students scoring under 50% on the placement are required to enroll in MUS 101. Students scoring 51-79% may retake the exam once; if the desired score is not achieved on the second attempt, the student must enroll in MUS 101. Students who do not enroll in coursework within one year of completing the examination must retake the exam. Students without theory background are advised to begin with MUS 101. [Recommended practice site: musictheory.net by Ricci Adams.] In all cases, continuing piano study is recommended for development of reading skill.

Admission into MUS 110 Theory II / MUS 122 Aural Skills II; MUS 201 Theory III / MUS 203 Aural Skills III; or MUS 202 Theory IV / MUS 204 Aural Skills IV requires a transcripted grade of "C" or better in the previous level of theory / aural skills.

Exam Schedule: It is recommended that the Placement Exam be completed no later than July 1 if enrolling for fall semester and no later than October 1 if enrolling for spring semester. To schedule the online theory placement exam, contact nicholas.meyers@vcsu.edu.

ENTRANCE AUDITION

The applying student will snail mail a good quality DVD videorecording of the audition performance to:

Department of Music
101 College Street SW
Valley City State University
Valley City, ND 58072

Sending auditions through dropbox.com or other Internet sites is not permitted. Pianists, vocalists, and instrumentalists will perform two selections in contrasting styles, preferably from different eras. It is recommended that a live accompanist be used (when appropriate). Accompaniment is required for vocal auditions (may be live or may be Smart Music or other type of recording). Repertoire selected for the audition should represent the performer’s highest technical level, but should also be comfortable and well prepared. Memorization of repertoire for vocalists and pianists is not required but is preferred. Memorization is not required for instrumentalists. The setting of the audition, and the physical placement of soloist and accompanist, should replicate that of a formal performance setting.
PLANNING YOUR PROGRAM - THE BACHELOR OF SCIENCE/ ARTS IN MUSIC
Students enrolling at VCSU for Fall 2013 will embark upon the Composite BS/BA in Music Major degree. This degree is comprised of the general education requirements; the courses within the music major; and a total of 120 credits. The transcript will read: Composite Bachelor of Science/Arts in Music. Students with a previously completed Bachelor’s degree will enroll in the opposite program at VCSU (e.g., a student with an earned B.S. in Psychology will enroll in the B.A. in Music at VCSU). Students who maintain full-time employment should limit their enrollment to a maximum of 6 credits.

GENERAL EDUCATION REQUIREMENTS – 38 CREDITS (spring 2012 update)
The entire list of ND University System guidelines for minimum AP, CLEP, IB, and DSST examination scores is available at: www.ndus.edu/uploads/document-library/2033/CREDIT-BY-EXAM-1-09.PDF

Transfer students who have graduated from a regionally accredited institution where they completed a general education program consisting of a minimum of 36 semester hours will be deemed to have met all lower-division general education requirements at VCSU. This may include transfer students who have earned the Associate of Arts, Associate of Science, Bachelor of Arts, or Bachelor of Science degrees. If the general education requirements are not complete upon transfer, the transcript will be evaluated on a course-by-course basis.

The list below shows courses which satisfy VCSU’s General Education Requirements; and identifies the North Dakota University System institutions which offer them online and the term(s) they are offered. NOTE: offerings may change—check online for the latest schedule.

To register at a second institution online, visit www.vcsu.edu/registrar and select collaborative registration. Complete all the required information and submit your request. The request will be forwarded to the provider campus, which will register you for the course and notify you of your registration.

BSC-Bismarck State College; DCB-Dakota College Bottineau; DSU-Dickinson State College; LRSC-Lake Region State College; MASU-Mayville State University; MSU- Minot State University; NDSCS-ND State College of Science; NDSU-ND State University; UND-University of ND; WSC-Williston State College

<table>
<thead>
<tr>
<th>Course</th>
<th>Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110 College Composition I 3 credits</td>
<td>BSC- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>DSU- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>NDSU- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>UND- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>DCB- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>LSC- F, Sp, S</td>
</tr>
<tr>
<td>ENGL 125 Introduction to Professional Writing 3 credits</td>
<td>VCSU Online Sp, S</td>
</tr>
<tr>
<td>Or ENGL 120 College Composition II</td>
<td>BSC- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>NDSCS- Sp, S</td>
</tr>
<tr>
<td></td>
<td>WSC- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>LSC- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>NSU- S, Sp, S</td>
</tr>
<tr>
<td></td>
<td>MSU- S, Sp, S</td>
</tr>
<tr>
<td>COMM 110 Fundamentals of Public Speaking 3 credits</td>
<td>VCSU Online Sp, S</td>
</tr>
<tr>
<td>or COMM 212 Interpersonal Communication</td>
<td>BSC- F, Sp, S</td>
</tr>
<tr>
<td>or COMM 216 Intercultural Communication</td>
<td>NDSCS- Sp, S</td>
</tr>
<tr>
<td></td>
<td>WSC- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>NDSU- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>DCB- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>LSC- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>UND- S, Sp, S</td>
</tr>
<tr>
<td></td>
<td>NDSU- F, Sp, S</td>
</tr>
<tr>
<td></td>
<td>DSU- F, Sp, S</td>
</tr>
</tbody>
</table>

NOTE: offerings may change—check online for the latest schedule.
## Problem Solving — Mathematics - 3 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Institution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>or MATH 104 Finite Mathematics</td>
<td>NDSU- F, Sp, S</td>
</tr>
<tr>
<td>or MATH 107 Precalculus</td>
<td></td>
</tr>
<tr>
<td>or MATH 165 Analytic Geometry &amp; Calculus I</td>
<td>LRSC- Sp</td>
</tr>
</tbody>
</table>

## Problem Solving — Lab Science - 2 courses, 8 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Institution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 111 Concepts of Biology 4 credits</td>
<td>BSC- F, Sp, UND- F, Sp, S, LRSC- S, DSU- F, Sp, NDSU- F, S, WSC- F, (corresponding online labs)</td>
</tr>
<tr>
<td>And/or</td>
<td></td>
</tr>
<tr>
<td>CHEM 115 Introductory Chemistry</td>
<td>BSC- F, Sp, DCB- F, Sp, S, LRSC- F, Sp, S, WSC- F, Sp, S, (corresponding online lab)</td>
</tr>
<tr>
<td>CHEM 116 Introduction to Organic &amp; Biochemistry (5 credits)</td>
<td>LRSC— S— (no corresponding online lab)</td>
</tr>
<tr>
<td>BIOL 170 General Zoology</td>
<td>Student Site (not available online)</td>
</tr>
<tr>
<td>CHEM 121, 122 General Chemistry (5 credits)</td>
<td>LRSC- F, NDSU- F – 121</td>
</tr>
<tr>
<td>GEOL 100 Introduction to Earth Science</td>
<td>Student Site (not available online)</td>
</tr>
<tr>
<td>GEOL 106 The Earth Through Time</td>
<td>Student Site (not available online)</td>
</tr>
<tr>
<td>PHYS 100 Concepts of Physics</td>
<td>VCSU- F</td>
</tr>
<tr>
<td>PHYS 110 Introductory Astronomy</td>
<td>Student Site (not available online)</td>
</tr>
<tr>
<td>PHYS 161, 162 Introductory College Physics I, II</td>
<td>Student Site (not available online)</td>
</tr>
<tr>
<td>PHYS 251, 252 University Physics I, II (5 credits)</td>
<td>MASU- F– 251</td>
</tr>
<tr>
<td>TECH 161 Technology, Engineering, and Design</td>
<td>Student Site (not available online)</td>
</tr>
</tbody>
</table>

## Technology - 2 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Institution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 170 Intro to Computer Information Systems 2 credits</td>
<td>VCSU Online F, S, Student Site (not available online)</td>
</tr>
<tr>
<td>Students register for the course, paying full tuition and a course fee. On the 1st or 2nd class day, students take a pre-test. They create an account in the testing software (hence the course fee), join a section, and are given one hour to complete the test. With a pre-test score of 80% or better, students have the grade of “A” recorded at the end of the semester.</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CSCI 127 Intro to Programming in Java (3 credits)</td>
<td>Student Site (not available online)</td>
</tr>
<tr>
<td>SCI 160 Intro to Structured Programming I (3 credits)</td>
<td>Student Site (not available online)</td>
</tr>
</tbody>
</table>
WELLNESS-PHYSICAL FITNESS - 2 credits

AESTHETIC ENGAGEMENT - 6 credits

Literacies – Literary, Media, Philosophy (complete 1 course, 3 credits)
ENGL 220 Introduction to Literature DSU- F, Sp, S  NDSU- F, Sp, S  MSU- S  MASU- F, WSC- S
ENGL 225 Intro to Film NDSU – F, Sp, S  LRSC – Sp, S  MSU – F, Sp
ENGL 261 American Literature I DSU- S
ENGL 262 American Literature II DSU- S
SPAN 201 2nd Year Spanish I (4 credits) MASU- F, Sp, S
SPAN 202 2nd Year Spanish II (4 credits) MASU- F, Sp, S
THEA 110 Introduction to Theatre Arts Student Site (not available online)
ENGL 241 World Literature I VCSU- S
ENGL 242 World Literature II VCSU- S
HUM 201 Civilization, Thought, & Literary Heritage Student Site (not available online)
THEA 161 Acting One Student Site (not available online)

Art and Music Foundations (complete 1 course – 3 credits)
MUS 100 Music Appreciation VCSU Online S  BSC- F, Sp, S  DSU- F
MUS 101 Music Fundamentals VCSU Online F, Sp, S  LRSC- F, Sp, S  UND- F, Sp, S
MUS 207 History of Rock’n’Roll VCSU Online F, S
HUM 202 Fine Arts & Aesthetics Student Site (not available online)

ADDITIONAL HUMANITIES AND SOCIAL SCIENCE - 2 credits
Complete one additional course from the area of Aesthetic Engagement or Global Awareness or
GEOG 111 Survey of Geography 2 credits VCSU Online F, Sp, S
ART 112 Design 3 credits Student Site (not available online)
ART 231 Drawing 3 credits Student Site (not available online)
ART 281 Ceramics 3 credits Student Site (not available online)
MUS 131 Concert Choir 1 credit each Student Site (not available online)
MUS 141 Concert Band 1 credit each Student Site (not available online)
THEA 201 Theatre Practicum 1-3 credits

GLOBAL PERSPECTIVE & EFFECTIVE CITIZENSHIP – 2 courses, 6 credits
COMM 112 Understanding Media and Social Change BSC- F, Sp  NDSU- F, Sp, S
COMM 114 Human Communication NDSU- F, Sp, S
ECON 201 Principles of Microeconomics  
VCSU Online F  BSC- Sp, S  
LRSC- F, Sp, S  DSU- F, Sp, S  UND-, S  
NDSU- F, Sp, S  MSU- F, Sp, S  WSC- Sp, S
ECON 202 Principles of Macroeconomics  
VCSU- S, Sp  BSC- F, Sp, S  LRSC- F, Sp, S  
DSU- Sp  WSC- F, Sp, S  UND- F, Sp, S  
NDSU- F, Sp, S  MSU- F, Sp, S
GEOG 151 Human Geography  
UND- F, Sp, S  
DSU- F, Sp  UND- F, Sp, S  MSU- F, Sp  
BSC- Sp, S  LRSC- Sp  WSC- Sp  
NDSU- F, Sp, S  DSB- Sp, S
HIST 103 US to 1877  
HIST 211 World Civilizations to 1500  
HIST 212 World Civilizations Since 1500
SOC 110 Introduction to Sociology  
VCSU Online- Sp  MASU- F, Sp, S  
BSC- Sp, S  LRSC- F, Sp, S  DSU- F, Sp, S  
VDSC- Sp, S  VSCU- F, Sp, S  
MSU- Sp, S  DSB- Sp, S
SOC 111 Introduction to Anthropology  
VCSU Online F  
HIST 260 Women in America  
Student Site (not available online)  
HIST 267 Environmental History  
Student Site (not available online)  
HIST 270 Native American Studies  
Student Site (not available online)  
PSCI 115 American National Government  
Student Site (not available online)  
PSCI 116 State and Local Government  
Student Site (not available online)

MINOR AREA OF STUDY: The Composite BA/BS in Music (students entering under the 2012-2014 catalog) does not require a minor program. Students who entered VCSU under the 2010-2012 catalog, may opt for this new degree, OR the non-composite BS/BA in Music, which requires a 24 credit minor. There is no waiver of the minor requirement for students with a previously completed degree. Because of course duplications, music minors may not be used as the required minor.

VCSU offers these minor programs entirely online:

Business: brenda.finger@vcsu.edu, 701-845-7513  
Communication/Speech/Theatre: Jonna.ziniel@vcsu.edu, 701-845-7471  
English: julee.russell@vcsu.edu, 701-845-7440  
ELL: gary.thompson@vcsu.edu, 701-845-7197  
History: steven.king@vcsu.edu, 701-845-7108  
Library: donna.james@vcsu.edu, 701-845-7275  
Marketing: brenda.finger@vcsu.edu, 701-845-7513  
Psychology: katherine.woehl@vcsu.edu, 701-845-7316  
Technology Education: jim.boe@vcsu.edu, 701-845-7442
MUSIC MAJOR

A grade of “C” or better is required in all of the courses of the music major.

F=Fall; Sp=Spring; S=Summer

1st Year Courses - Fall
Music 109 Music Theory I 3 credits  VCSU Online, F
Music 121 Aural Skills I 1 credit  VCSU Online, F
Music 200 Concert Attendance, 0 credit  VCSU Online, F, Sp
Applied Lesson 1-2 credits  Student Home Location must be pre-approved
Ensemble 1 credit  Student Home Location must be pre-approved

General Education Courses & Electives

1st Year Courses - Spring
Music 110 Music Theory II 3 credits  VCSU Online, Sp
Music 122 Aural Skills II 1 credit  VCSU Online, Sp
Music 200 Concert Attendance, 0 credit  VCSU Online, F, Sp
Music 213 Class Piano 1 credit  VCSU Online, F, Sp
Applied Lesson 1-2 credits  Student Home Location
Ensemble 1 credit  Student Home Location

General Education Courses & Electives

2nd Year Courses - Fall
Music 200 Concert Attendance, 0 credit  VCSU Online, F, Sp
Music 201 Music Theory III 3 credits  VCSU Online, F
Music 203 Aural Skills III 1 credit  VCSU Online, F
Music 205 Basic Conducting 2 credits  VCSU Online, F ’14 and alternate years
Applied Lesson 2 credits  Student Home Location
Ensemble 1 credit  Student Home Location

General Education Courses & Electives

2nd Year Courses - Spring
Music 200 Concert Attendance, 0 credit  VCSU Online, F, Sp
Music 202 Music Theory IV 3 credits  VCSU Online, Sp
Music 204 Aural Skills IV 1 credit  VCSU Online, Sp
Applied Lesson 2 credits  Student Home Location
Ensemble 1 credit  Student Home Location

General Education Courses & Electives

3rd – 4th Year Courses
Music 200 Concert Attendance, 0 credit (4 semesters)  VCSU Online, F, Sp
Music 301 Scoring & Arranging 2 credits  VCSU online, Sp odd years
Music 331 Music History & Literature I 3 credits  VCSU Online, F 14, Sp 16, F 17
Music 332 Music History & Literature II 3 credits  VCSU Online, F 13, Sp 15, F 16
Music 333 Music History & Literature III 3 credits  VCSU Online, Sp 14, F 15, Sp 17
Music 491 Portfolio 1 credit  VCSU Online, F
Applied Lesson 8 credits, 4 semesters (including junior proficiency & senior recital)  Student Home Location
Ensemble 2 credits (2 semesters)  Student Home Location
General Education Courses & Electives
Music 233 Diction (for vocal majors) 2 credits  VCSU Online, Sp even years
Music 378 and 379 Applied & Piano Pedagogy (for piano majors) 6 credits  VCSU Online, F MUS 378; Sp MUS 379
ONLINE MUSIC COURSES
The courses are not self-paced: they are offered simultaneously with campus face-to-face classes, on a regular semester or abbreviated summer schedule, with fixed start and end dates. All online courses are recorded and archived through Blackboard Collaborate or other programs, providing access to students who cannot “attend” class sessions at the scheduled time.

- Real-time videoconferencing allows the distant student to be "in class" with on campus students.
- Interactivity is the unique difference VCSU classes provide, including application sharing and live chat.
- Online office hours allow one-to-one time for students to meet with the instructor.

OTHER MUSIC DEGREE REQUIREMENTS
MUS 103: Introduction to Music Technology
This class is new for the 2014-16 catalog. Options for completing this course will be forthcoming.

MUS 213 CLASS PIANO PROFICIENCY 1 credit
Students may self-study or may enroll with a private or group teacher in his/her home area until ready to attempt the exam. When all skills have been learned and sightreading ability is at or near hymn level, the distant student will enroll in online MUS 213. Coaching sessions and the exam will be administered by VCSU faculty over SKYPE. Practice materials will be available on Blackboard. **NOTE: this course is only available to students who are fully admitted music majors with an approved program plan.**

- Major/Minor scales (all 3 forms) for two octaves, up and down with correct fingerings, hands alone.
  - Major Scales: 4 - RH, 4 - LH, 6 out of 8 played perfectly.
  - Minor Scales: 4 - RH, 4 - LH, must play all three forms, 18 out of 24 played perfectly.
- Four basic choral warm-up drills.
  - From memory, hands together, ascending chromatically, with confidence to lead a group of singers
- A harmonization to a given melody, using primary and secondary chords in piano-style accompaniment.
  - Major: I, IV, V, and either ii, iii, or vi with piano-style accompaniment and good chord choices.
- Transposition of any part of a band arrangement to concert pitch.
  - Play individual lines with correct rhythms and reasonable note accuracy.
- Sight-reading of two parts of a choral score (only modern clefs employed).
  - 80% accuracy in rhythms and notes required, with a steady tempo suitable for leading singers.
- Sight-reading of a four-part choral-style piece (hymn).
  - 80% accuracy in rhythms and notes required, with a steady tempo suitable for leading singers.
- Prepared accompaniment for a vocal soloist and an instrumental soloist.
☐ Well-prepared, musical performances, providing strong support for vocal soloist.

☐ Well-prepared, musical performances, providing strong support for instrumental soloist.

ENSEMBLES — 6 credits (6 semesters)
The distant student will, with prior approval, enroll for credit in an ensemble at a university in his/her home area (preferably a NASM-accredited university). Examples of suitable ensembles include Concert Choir, University Singers, Madrigal Choir, Orchestra, Concert Band, Jazz Ensemble, Brass Ensemble, Percussion Ensemble, Piano Ensemble, String Ensemble, Woodwind Ensemble; and for pianists, Accompanying. In all cases, the ensemble should rehearse a minimum of 3 hours/week and present a collegiate- or professional-level performance each semester. The student is responsible for gathering and submitting documentation every semester to include videorecordings of performances (showing the student performing) and printed programs (showing the student’s name as a performer) (see pp. 38-39). Students may transfer in previously completed ensemble credits.

In cases where a student has no access to a university ensemble, a high quality community ensemble meeting the above requirements may be used. The ensemble must be pre-approved (submit title and location of ensemble, rehearsal and performance schedule, sample programs, resume of director).

The option of utilizing a non-credited ensemble to gain credit is only available to students who have been fully admitted as music majors and who are following an approved program of study. Once given permission, the student will gather and submit documentation each semester, to include rehearsal hours (with official verification), video-recordings of performances, and printed programs showing the student’s name as a performer. Once approved by the VCSU faculty, the documentation will be filed until the final semester of enrollment. At that time, the student will pay ½ tuition to have the credit transcribed at VCSU ($/U grading).

APPLIED LESSONS — 8 semesters, 14-16 credits
The distant student will, with prior approval, enroll for credit in applied lessons at a university in his/her home area (preferably a NASM-accredited university). VCSU will work to ensure that requirements are met.

Students may enroll for 1 credit, half-hour lessons for the first two semesters (1 credit may be insufficient for advanced students or pianists: these students should enroll for 2 credits, one-hour lessons immediately).

It is expected that applied students will perform a minimum of one piece (or a movement of a piece) on a public recital each semester; and two additional, contrasting pieces for the end-of-the-semester jury. Students will complete at least two semesters of study each on 100 level and 200 level lessons and three semesters on 300 level lessons before attempting the required proficiency exam and passing to the next level of lessons. Each proficiency exam includes technical requirements specific to the instrument of study, in addition to the jury repertoire. The student is responsible for submitting appropriate documentation for approval every semester, to include video-recordings of performances, printed recital programs, jury critique sheets, student self-evaluations, and official documentation of number of lessons (see “proficiency checklists” pp. 31-36).

In the final semester of study (400-level senior recital), the student presents a public program of approximately 30 minutes in length. No jury is required in this semester. The student is responsible for submitting the requisite documentation: video-recorded performance and printed recital program.

In cases where a student has no access to a university applied instructor, the student may obtain permission to study with a qualified private instructor. The applied instrument and the applied method of study must be pre-approved (submit instructor’s resume, transcripts, and a recent performance DVD). Not all instruments are eligible for a VCSU online degree. The option of utilizing a private lesson instructor is only available to students who have been fully admitted as music majors and who are following an approved program of study. Once given permission, the student will gather and submit documentation every semester, to include repertoire lists, videorecordings of proficiency exams and public performances, and printed programs showing the student’s name as a
performer. Once approved by the VCSU faculty, the documentation will be filed until the final semester of enrollment. At that time, the student will pay ½ tuition to have the credit transcripted at VCSU (A-F grading by the VCSU faculty).

ADDITIONAL REQUIREMENTS / ELECTIVES
A total of 120 credits is required for graduation with a minimum of 30 credits at upper-division levels (300- and 400-level courses) and a minimum of 30 credits completed through VCSU.

Applied Lessons
Music Ensembles
Music 102 Intro to Digital Audio Recording, 3 credits
Music 120, 220, 320 Composition 1-2 credits
Music 170 Jazz Improvisation 1-2 credits
Music 207 History of Rock’n’Roll, 3 credits
Music 209 Advanced Recording & Mastering, 2 credits
Music 231, 232 Diction I, II 1 credit each*
Music 233 Diction, 2 credits (substitutes for 231 and 232)
Music 303/304 Instrumental/Choral Conducting 2 credits
Music 309 Music Industry Seminar, 3 credits
Music 325 Vocal Methods, 1 credit
Music 378 Applied Pedagogy 3 credits**
Music 379 Piano Pedagogy 3 credits**
Music 491 Portfolio Development 1 credit

Student Site (not available online)
Student Site (not available online)
Student Site (not available online)
VCSU Online F, Sp, S
Student Site (not available online)
VCSU Online F
Student Site (not available online)
Student Site (not available online)*
VCSU Online Sp even years*
Student Site (not available online)
VCSU Online, F even years
Student Site (not available online)
VCSU Online, F**
VCSU Online, F*

* 231 + 232 OR 233 are required of students whose primary instrument is voice
** 378 and 379 are required of students whose primary instrument is piano

GENERAL REQUIREMENTS FOR GRADUATION
1) Completion of the General Education Requirements (see Handbook pp. 11-14)

2) Completion of a minimum of 120 total hours

3) Completion of the Composite BS/BA in Music (2012-2014 catalog) OR, for students who entered the program prior to 2012, the BS/BA in Music major with a minor (2010-2012 catalog)

4) Minimum of 30 semester credits in residence (including VCSU online credits)

5) Minimum of 30 upper-division semester credits (300- or 400-level)

6) Minimum of 6 VCSU credits in the major content area

7) Minimum of 3 VCSU credits in the minor content area (BS/BA in Music with a minor 2010-2012 catalogue)

8) Maximum of 15 credits of electives with S/U grading

9) Minimum of 6 VCSU credits for certificate completion

10) Minimum cumulative GPA of 2.0; minimum 3.0 GPA in required music courses

11) Completion of all academic requirements within 30 days of graduation. On the 30th day, the registrar will require a new application for graduation in the following semester.

12) Completion of a digital portfolio
13) Satisfaction of all financial obligations to the University two weeks prior to graduation

14) Formal application for graduation submitted to the Office of the Registrar

MINORS AND CERTIFICATES (no audition DVD is required for students seeking minor or certificate only)

A grade of “C” or better is required in all courses.

**PIANO PEDAGOGY MINOR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 109 Music Theory</td>
<td>3</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 110 Music Theory II</td>
<td>3</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 121 Aural Skills I</td>
<td>1</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 122 Aural Skills II</td>
<td>1</td>
<td>VCSU Online, Sp</td>
</tr>
<tr>
<td>Music 150, 250 Applied Piano</td>
<td>(4 semesters, 2 credits each)</td>
<td>Student Home Location</td>
</tr>
<tr>
<td>Music 200 Concert Attendance</td>
<td>(4 semesters, 0 credit)</td>
<td>VCSU Online, F, Sp</td>
</tr>
<tr>
<td>Music 332 Music History &amp; Literature II</td>
<td>3</td>
<td>VCSU Online, F 13, Sp 15, Fall 16</td>
</tr>
<tr>
<td>Music 333 Music History &amp; Literature III</td>
<td>3</td>
<td>VCSU Online, Sp 14, F 15, Spring 17</td>
</tr>
<tr>
<td>Music 378 Applied Pedagogy</td>
<td>3</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 379 Piano Pedagogy</td>
<td>3</td>
<td>VCSU Online, Sp</td>
</tr>
</tbody>
</table>

**PIANO PEDAGOGY CERTIFICATE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 109 Music Theory</td>
<td>3</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 121 Aural Skills I</td>
<td>1</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 150 Applied Piano</td>
<td>(2 credits, 1 semester)</td>
<td>Student Home Location</td>
</tr>
<tr>
<td>Music 332 Music History &amp; Literature II</td>
<td>3</td>
<td>VCSU Online, F 13, Sp 15, Fall 16</td>
</tr>
<tr>
<td>Music 333 Music History &amp; Literature III</td>
<td>3</td>
<td>VCSU Online, Sp 14, F 15, Spring 17</td>
</tr>
<tr>
<td>Music 378 Applied Pedagogy</td>
<td>3</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 379 Piano Pedagogy</td>
<td>3</td>
<td>VCSU Online, Sp</td>
</tr>
</tbody>
</table>

**COMPOSITION CERTIFICATE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 109 Music Theory</td>
<td>3</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 110 Music Theory II</td>
<td>3</td>
<td>VCSU Online, Sp</td>
</tr>
<tr>
<td>Music 201 Music Theory III</td>
<td>3</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 121 Aural Skills I</td>
<td>1</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 122 Aural Skills II</td>
<td>1</td>
<td>VCSU Online, Sp</td>
</tr>
<tr>
<td>Music 203 Aural Skills III</td>
<td>1</td>
<td>VCSU Online, F</td>
</tr>
<tr>
<td>Music 120 Composition</td>
<td>(2 semesters, 1 credit each)</td>
<td>VCSU Online, F, Sp</td>
</tr>
<tr>
<td>Music 220 Composition</td>
<td>(1 semester, 1 credit)</td>
<td>VCSU Online, F, Sp</td>
</tr>
</tbody>
</table>
RESPONSIBILITIES OF ONLINE STUDENTS

The responsibilities of an online student include:

1) reading and remaining familiar with the material in the online music student handbook;

2) being knowledgeable about the semester schedule, including the date/time of final exams;

3) having adequate technology to access online coursework;

4) having course materials ready for the first class meeting;

5) being “in attendance” on the first day of class (for distant students, accessing Blackboard course materials; attending class or viewing the class archive; contacting the professor)

6) checking the course Blackboard site regularly for announcements, assignments, and grades;

7) turning in assignments on time; adhering to the course schedule;

8) observing the academic integrity guidelines;

9) informing professors in advance/immediately if there are emergency circumstances affecting coursework;

10) showing respect for the instructor’s time by keeping appointments;

NOTE: class meetings and appointments with professors will normally occur during the workweek 8:00 am – 5:00 pm CST. Professors may be willing to schedule occasional appointments in the evenings or on weekends but they are not obligated to do so.

11) checking VCSU email regularly (the official means of communication about academic work) and reading and responding to communications from professors promptly.
GENERAL ACADEMIC INFORMATION

TRANSFER CREDIT
Valley City State University accepts transfer credit from regionally accredited institutions of postsecondary education. Transfer credit from nationally accredited institutions may be reviewed and accepted on a course-by-course basis. Transfer credit from non-accredited institutions will not be accepted. Before transfer credits are evaluated for specific course equivalencies or program requirements, the credits must be accepted by the Office of the Registrar according to university policies and procedures. Then, the Department of Music can apply transfer credit to music program requirements.

CREDIT BY EXAM
There are currently four ways to receive academic credit for non-collegiate learning experiences at all of the campuses of the North Dakota University System (NDUS). These credit-by-exam programs include Advanced Placement (AP: a standard score of “3” is required for all AP subjects, except for Literature & Composition, Biology, and Chemistry, which require a score of “4;” for more information, see collegeboard.org), College Level Examination Program (CLEP: recommendations for minimum CLEP scores are adopted), International Baccalaureate (IB), and DANTES Subject Standardized Tests (DSST). To see the exams and the cut-off scores, go to Enrollment.services@vcsu.edu - “Credit by exam.” The university does not provide “challenge exams” for the courses within the music major.

AUDIT POLICY
Students who wish to audit:
- Register at discretion of instructor
- Pay ½ tuition
- Participate in class and on discussion board
- Do not participate in group assignments
- Receive no instructor feedback on assignments/projects
- Receive no tutors
- Receive no letter grade
- Have AU (Audit) recorded on transcript, with no credit awarded
- Retake course and pay for credits, in order to have course transcripted later

OBTAINING COURSE MATERIALS
From ConnectND, go to your class schedule (under Self Service/Enrollment tabs) or Class Search /Browse Catalog, choose an option and then click on the Enroll tab. Click on the ISBN icon (right side) and it will open the bookstore’s webpage.

From the Bookstore webpage (see under “Student Services”)
- click on the Course Materials Tab (left side)
- agree to the terms
- select the correct term
- select the desired course prefix(es)
- click the Continue to Get Course Materials button
- Select the correct course numbers and click the Continue to Get Course Materials button
- add the list of books to your shopping cart OR print the list
ADVISING
Once admitted to the university and accepted to the Composite BS/BA in Music major program will be assigned an advisor in the Department of Music. Advisor assignments will be made by Dr. Christopher Redfearn (christopher.redfearn@vcsu.edu), 701-845-7377.

COURSE LOAD
Full-time enrollment is 12 semester hours. Students in good standing may register for up to 19 semester hours. Students wishing to enroll in more than 19 hours must hold the required cumulative GPA:

- 20-21 credits  3.00 GPA
- 22-23 credits  3.50 GPA

Full-time enrollment in the summer is 6 semester hours. Students in good standing may register for up to 9 concurrent hours in the summer. Online students who are employed full-time are advised to limit their enrollment to a maximum of 6 credits.

ADDING AND DROPPING COURSES
A student may add a course (full-semester, 15 week course) through the 10th day of the fall term or the 11th day of the spring term. A student may drop a course (full-semester, 15 weeks) by the 10th day of the fall term or the 11th day of the spring term with no record of the course on the transcript. After that date, the student may drop a course through the 12th week, with a grade of “W” on the transcript.

Specific drop dates for each term can be found at www.vcsu.edu/registrar.

DROP, CANCEL, and WITHDRAW
If the student registers for a course but is unable to complete it, the student must drop the course. A drop may be entered in Campus Connection by the student before the Last Day to Drop with No Refund. After the Last Day to Drop with No Refund, a student must email the instructor a request to drop the class and the instructor must forward approval to registrar@vcsu.edu before the Last Day to Drop with Record.

Please note Campus Connection will not allow a drop from all classes, to ensure that the appropriate cancel or withdraw process is followed.

If it becomes necessary to cancel all classes before the session begins, please contact the Registrar’s Office at registrar@vcsu.edu or 701-845-7295.

If it becomes necessary to withdraw from all classes after the session has begun, please contact the Student Academic Services Office at academic.services@vcsu.edu or 701-845-7298.

CREDIT
Each semester hour of credit represents one hour of in-class instruction or two or more hours of laboratory (ensemble) work per week. Typically, each hour of credit also carries the expectation of two hours outside class (homework) per week.

VCSU LEARNING CENTER
The VCSU Learning Center provides one-on-one tutoring services in the areas of Writing, Math, and English language and support for international and online students.

http://www.vcsu.edu/academics/learning/
TUTOR SERVICE
VCSU’s tutor service is available free of charge to students who need academic assistance in certain areas. To qualify for tutoring, students must: (1) meet with the instructor prior to making the request; (2) be in attendance at all class sessions (online students must be able to demonstrate that they are reading course documents and either actively participating in class or watching class archives); (3) contact Jodi Shorma at the VCSU Learning Center to set up an appointment (jodi.shorma@vcsu.edu); and (4) take responsibility for preparing for and attending all meetings with the assigned tutor. A student may repeat a course to improve his/her grade.

INCOMPLETES
The grade of incomplete is negotiated between instructor and student. This infrequently used option accommodates the student who was affected by conditions beyond his/her control (e.g. prolonged illness, family death) and who could not reasonably complete the course work during the term of enrollment, but who has in other respects done passing work for the semester. Incompletes are not granted when the student has simply failed to do the required work on time. Whether or not a grade of “I” is assigned is entirely the prerogative of the course instructor. The student and instructor will develop a written contract detailing the assignments that remain to be completed and the time frame for completion. The grade of “I” must be removed by the 10th week of the regular semester following the term in which it was reported. If the deficiency is not made up within the specified time, the “I” will revert to the grade earned at the time the incomplete was negotiated. The instructor may request an extension of the time period by emailing the Registrar.

REPEATING A COURSE
A student may repeat a course once to improve a grade. The original and repeated grades will appear on the transcript (only the most recent grade will be calculated in the cumulative GPA). The third time a student enrolls in a course, s/he becomes ineligible for federal financial aid.

ACADEMIC CALENDAR, CLASS SCHEDULES, FINAL EXAM SCHEDULE
Music online courses are not self-paced: they are offered simultaneously with campus face-to-face classes, on a regular semester or abbreviated summer schedule, with fixed start and end dates. The Academic Calendar for each academic year and the Final Exam Schedule for each term can be found at www.vcsu.edu/registrar. The Class Schedule is available in Campus Connection. The Search for a Course-Advanced Search document under the Campus Connection Help provides detailed instruction about searching the class schedule for online classes.

GRADUATION AUDITS
The graduation audit documents the completion of courses for a student’s declared major(s) and minor(s) in an excel worksheet. The audit will be available in the content system for the degree-program student and advisor to view. To view the audit:
- Log in to the Blackboard portal at https://bb.vcsu.edu/
- Click on the “content” tab at the top of the page
- In the menu on the left, click “institution content.”
- In the main window of the browser, a list of folders will appear. Click on “offices”
- Navigate through the following folders: Registrar / Graduation Audit / VCSU Graduation Audits – Current Undergraduate Students.
To access an unofficial transcript, go to: http://www.vcsu.edu/CampusConnection/ Scroll to the bottom, to the link “View-Print Unofficial Transcript.”
CHANGE OF MAJOR / CATALOG
To change majors, or to declare a different catalog than the catalog of entry, contact: registrar@vcsu.edu

PAYMENTS www.vcsu.edu/businessoffice
Students enrolled in online courses are charged online tuition (in-state tuition) and mandatory fees per credit hour. The Cost Calculator will estimate cost based on the credits taken as an Online Student.

VCSU uses electronic billing (e-bill) for processing statements. Statements will not be mailed. Payment can be made by check, cash, or credit card with the Business Office. Credit card (Visa, Mastercard, Discover) or e-check payments can also be made online in Campus Connection. For information, go to www.vcsu.edu/businessoffice/.

All financial obligations with the university must be paid on or before the due date at the beginning of each semester unless alternative arrangements have been approved by the Business Office.

For assistance with your account, please contact the Business Office at business.office@vcsu.edu or call 1.800.532.8641 ext. 7232.

REFUND POLICY: business.office@vcsu.edu or “Refund/Repayment Policy”
http://www.vcsu.edu/businessoffice/vp.htm?p=1036

Drop with a Refund: Students who drop a class or classes during the 0.000 to 8.999% enrollment period shall receive a 100% tuition/fees refund for the class(es) dropped. Refunds will not be given for drops after this time frame. The Term-Session Drop/Add dates are available at www.vcsu.edu/registrar.

Withdrawal: Students who discontinue their enrollment at VCSU shall receive a refund based on the date of official withdrawal. An official withdraw form must be filed with the Office of Student Academic Services. More information on the tuition refund policy for withdrawal is available on the web at www.vcsu.edu/businessoffice.

FINANCIAL AID: financial.aid@vcsu.edu - “Satisfactory Progress Requirements”
The application period for financial aid begins January 1 of each year for the following academic year. Materials must be received by the Office of Financial Aid by March 15: after that date, applications will receive full consideration if funds are still available. At this time, no scholarships are available for distance / online students and no aid is available for non-degree students.

Students completing a degree from VCSU while taking required courses at other campuses may seek aid from the “home” campus (VCSU). The student must file a Distance Ed – Consortium Agreement (ask for the form at the VCSU Financial Aid Office), which is completed by the Financial Aid Officer at the “host” (other) campuses and faxed to Financial Aid at VCSU. The student seeking consortium aid must first have all transcripts on file and entered into the system. If the student has previously completed a degree, the student must also submit the Previous Bachelor’s Degree form and a music department-approved plan for completion of the VCSU degree with the aid application. If VCSU is the “host” campus, the student must check with the “home” campus and complete their form. For more information, please contact the Financial Office at financial.aid@vcsu.edu. To register at a second institution online, visit www.vcsu.edu/registrar and select collaborative registration. Complete all the required information and submit your request. The request will be forwarded to the provider campus, which will register you for the course and notify you of your registration.
LIBRARY

Access the “Music LibGuide:”

1. Go to library.vcsu.edu
2. Under “Research Sources,” click on the “Subject Search” link
3. Click on the first link: “Valley City State University’s LibGuides”
4. You will see a list of “Popular Guides” and the MUSIC Libguide is the first link which you’ll need to click
5. You are now in the MUSIC Libguide!

Access Music Journal Articles:

1. Go to library.vcsu.edu
2. Under “Find Articles,” click on the “Databases” link
3. From the dropdown menu, click on “Music”
4. You may choose from 2 databases: “Grove Music Online” and “Librarymusicsource”
5. Alternatively, from the list of databases, you may also search in the first database listed, “Academic Search Premier” for general music journal articles
6. Once in the databases, please be sure to check mark “Full-text” and “peer-reviewed/scholarly journals” if those options are listed

Access the Library’s databases from off-campus:

1. Go to library.vcsu.edu
2. Under “services” (at the bottom of the homepage), click on the “Distance Students” link
3. This page will walk you through how to log into the library’s databases from off-campus
TECHNOLOGY REQUIREMENTS & SUPPORT
Visit this link for current technical requirements: http://distancelearning.vcsu.edu/vp.htm?p=1288

VCSU NETWORK ACCOUNT AND ONLINE COURSE INFORMATION
The following information is for the account in the VCSU Blackboard online learning system and the VCSU email, plus other VCSU resources. The username and password (provided below) is private information and may not be shared with others. Giving the login information to others is a violation of VCSU and NDUS Computing Policy.

VCSU Email and Blackboard online learning system URLs:
Email: http://email.vcsu.edu       Blackboard: http://portal.vcsu.edu

Your account information (example):
Username: firstname.lastname   Email address (is USUALLY): firstname.lastname@vcsu.edu
Password: For security reasons, the password has been created with a combination of digits from the birthdate and other characters. It is as follows: the birth month (2 digits), 1st letter of the username (uppercase), the birth date (2 digits), followed by 'ER'. For example, if the birth date was January 9th, 1988, and the username is “john.smith”, the password would be '01J09[ER'.

To get started with the VCSU Blackboard online learning system, login to Blackboard Portal:

• Open a web browser. The newest version of Internet Explorer or Firefox (Windows), or Safari, Firefox, or Camino (Mac) is recommended.
• Go to the Blackboard login page at http://portal.vcsu.edu.
• After arrival at the login page, log in with the username and password provided above.
• Once logged in, it is strongly recommend that the password be changed to something that is easily remembered. To do so, click "Personal Information" under "Tools" (upper left side), then click the "Change Password" link. Follow the instructions closely, noting the requirements (one uppercase letter, one lowercase or a number, a special character, 7-8 characters long). Please contact the VCSU Help Desk (help.desk@vcsu.edu) for assistance.

Course Access

• Once logged in, the main Blackboard portal page should appear.
• Access online courses in "My Courses" in the upper right portion of the page.
• Use the course called "Online_Orientation" to become familiar with Blackboard.
• Online courses are usually not available to students until the first day of class. Please contact your instructor if you have questions prior to that time.
VCSU Email

- The VCSU email account is the official means of communication and should be utilized for all academic communications and accessed regularly for information.
- To access email, there is an "Email Web Access" button in the lower left at the Blackboard login page. Once logged into Blackboard, access email by clicking the “My Email” tab right next to “My VCSU.”
- Log into VCSU Email with the same username and password used for the VCSU Blackboard Portal.
- All emails related to online course(s) will be sent to the VCSU Email account, thus the VCSU Email account should be checked on a daily basis.
- VCSU Email can be accessed at http://email.vcsu.edu

Campus Connection

- Campus Connection is the central information system for all North Dakota University System (NDUS) campuses, including VCSU. A separate login account (different from the VCSU network login) will be received from the NDUS Help Desk.
- The Campus Connection portal can be accessed by going to: https://studentadmin.connectnd.us/sp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST
- View and update personal and campus information here:
  - Register for Classes, View Advisor, View Grades/Unofficial Transcripts
  - Manage Financial Account, View eBill, Pay account online
  - View/Accept/Reject Financial Aid
  - Update Addresses/Contact Information
  - View Holds/Checklists
- For assistance with username and/or password, contact http://www.vcsu.edu/CampusConnection/ or refer to the "Welcome To Campus Connection" section in the lower right portion of the Campus Connection login page.

VCSU Bookstore

- The Bookstore can be contacted Monday - Friday 8:00am - 3:30pm (CT) - Toll Free: 1-800-532-8641 ext.7165, 701-845-7165 or bookstore@vcsu.edu – “Course Materials”
- Books may be paid for by check or credit card and can be shipped upon request.
- For graduate students, textbook requirements by course can be found in the Graduate Newsletter that will be emailed to your VCSU Email near the end of every semester.
- For undergraduate students, textbook requirements may be obtained from the bookstore.

VCSU Student IDs.
To obtain a VCSU ID:
1) come to campus, have a photo taken, and pick up the ID
2) email a photo, come to campus, and pick up the ID in person;
or have someone from VCSU hand deliver it to you.

Students may also be able to obtain a student ID through the institution where they are registered for applied lessons or ensembles.
TO GET STARTED WITH Blackboard Collaborate: These instructions required the use of Mozilla Firefox as your Internet browser.

1) Login in to VCSU Blackboard.
2) Click your course under “My Courses.”
3) Click “Tools” or “Communication/Tools” from menu.
4) Click “Blackboard Collaborate” to enter courses.
5) Check your computer’s ability to use BBC by following the directions at:
   http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473
6) Click “OK” to pen with Java.
7) Click “Run” on Security Warning popup.
8) Click “Accept” on the Blackboard Collaborate popup.
9) To select your connection speed, click the “down arrow” for options, then click “OK.” The software will default to appropriate speed.
10) Allow a little time for things to actually “come up.” You may receive a prompt asking, “Do you want to view only the webpage content that was delivered securely?” Answer “No.” The question might be asked the opposite way, something like “Do you want to view unsecure content?” in which case you would answer “yes.” (In other words, do not limit the content you see.)
11) Click “Video” to start your own video camera.
12) Click “Talk” to turn on your microphone.
13) Action buttons may be used (emotions, stepping away from class, raising hand, responding yes/no to question).
14) Press the “Talk” button with your cursor when you wish to speak. DO NOT keep holding it down when you are done. If you do, echoes and “looping” will be distracting to the whole class.
15) If you want to type in words for a typed discussion, type in the box under the words, “CHAT” and click “return/enter” on your computer to send.
16) If you use this text feature, do not use “text-speak;” limit your comments to those that are relevant to the class discussion. Unnecessary text “chatter” is distracting.
17) If your band-width isn’t large enough, you may have to speak without using your camera. However, it is a requirement that you have acceptable band-with in VCSU online music courses.
18) To exit, click on the red “exit” button at the top of your screen.
HISTORY, ACCREDITATION, MISSION, & GOALS

Valley City Normal School hired its first music teacher in 1892. In 1900 two instructors were hired: one of these was Fannie C. Amidon. Amidon proposed to the president of the Normal School that a department of public school music be organized, offering teachers a special certificate in music. Permission was given and thus was established the first music education department west of Detroit, Michigan. Other early accomplishments of the department include the establishment of North Dakota's first instrumental music program and the formation of the North Dakota Music Education Association. In Fall 1963, the Department of Music moved into the newly constructed Foss Music classroom building. Foss Hall, on the bank of the Sheyenne River, was the first independent music building in North Dakota.

In 1997 the Department became accredited by the National Association of Schools of Music (NASM).

The Department first began offering online music courses in Spring 2004. Since then, offerings have steadily expanded, and now include the Composite BS/BA Music Major, the Minor in Piano Pedagogy, and Certificates in Piano Pedagogy and Music Composition.

The mission of the Department of Music is derived from the university mission.

The Department of Music:

(1) provides superior training for future public school music teachers;
(2) assists musicians to perform at their highest possible level of ability;
(3) develops in students a broad understanding of music within the context of a liberal arts education;
(4) leads in innovative online music programs
(5) contributes to the cultural environment of campus and community.
VCSU Applied Lessons and Lesson Proficiencies
All students begin at the 100-level of lessons, unless evidence of transcripted credit is provided. Students enroll in 100-level for the first two semesters. Less advanced vocalists/instrumentalists may enroll for 1 credit. Advanced students and pianists should enroll for 2 credits immediately. All students are expected to complete the requirements listed below and submit documentation at the end of each semester. At the end of the second semester, the student will be expected to pass the 100-level proficiency for his/her instrument. Performances by guitarists, pianists, and vocalists must be memorized.

If juries are completed at an accredited institution, critique sheets are to be submitted with the 100 Level of lessons documentation. If studying privately the jury must be video-recorded, submitted with the documentation, and evaluated by VCSU faculty. If attempting the proficiency exam, that attempt must also be recorded, submitted, and evaluated by VCSU faculty. Private instructors may be asked to submit a planned program of study for their students for evaluation. Following a successful proficiency, the student will be allowed to enroll in the next level of applied lessons.

100-level Proficiency – Technique Requirements

Plus repertoire: two repertoire selections from different historical periods or contrasting styles

All major scales, memorized. 10 out of 12 must be played correctly.

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bassoon</td>
<td>2 octaves in 8ths (quarter @ mm.120)</td>
</tr>
<tr>
<td>Baritone/Euphonium</td>
<td>2 octaves in 8ths (quarter @ mm. 86)</td>
</tr>
<tr>
<td>Bass Trombone</td>
<td>2 octaves in 8ths, slurred or marcato (quarter @ mm. 72)</td>
</tr>
<tr>
<td>Clarinets, Flutes</td>
<td>2 octaves in 8ths (quarter @ mm. 120)</td>
</tr>
<tr>
<td>Guitar</td>
<td>2 octaves (7 positions) in 8ths (quarters @ mm. 72-80). Minor Pentatonic scales 2 octaves, 5 positions in 8ths (quarters @ mm. 72-80).</td>
</tr>
<tr>
<td>Horn</td>
<td>2 octaves in 8ths (quarter @ mm. 86)</td>
</tr>
<tr>
<td>Oboe</td>
<td>2 octaves in 8ths (quarter @ mm. 120) for C, C#, D, Eb, and E</td>
</tr>
<tr>
<td></td>
<td>1 octave in 8ths (quarter @ mm. 120) for F, F#, G, G#, A, A#, and B</td>
</tr>
<tr>
<td>Percussionists (Mallets):</td>
<td>Paradiddles &amp; 5,7,9 Stroke Rolls (open rudimental style) at quarter =120</td>
</tr>
<tr>
<td>Percussionists (Snare):</td>
<td>Hands together, 4 octaves in 16ths (quarter @ mm. 96)</td>
</tr>
<tr>
<td></td>
<td>add major arpeggios, hands together, 4 octaves in 16ths (quarter @ mm. 76)</td>
</tr>
<tr>
<td>Saxophones</td>
<td>C, D, E, B, C#, F, Eb scales 2 octaves in 8ths (quarter @ mm. 120);</td>
</tr>
<tr>
<td></td>
<td>G, A, F#, Ab scales 1 octave in 8ths (quarter @ mm. 120)</td>
</tr>
<tr>
<td>Trombone w/F attachment:</td>
<td>2 octaves in 8ths (quarter @ mm. 86)</td>
</tr>
<tr>
<td>Trombone w/o F attachment:</td>
<td>C, G, A, E, B, F#, F, Bb, Ab 2 octaves in 8ths;</td>
</tr>
<tr>
<td></td>
<td>Eb D, Db 1 octave in 8ths (quarter @ mm. 86)</td>
</tr>
<tr>
<td>Trumpet</td>
<td>C, Db, D, F#, G, Ab, A, Bb B - 2 octaves in 8ths;</td>
</tr>
<tr>
<td></td>
<td>Eb, E, F - 1 octave in 8ths (quarter @ mm. 86)</td>
</tr>
<tr>
<td>Tuba</td>
<td>2 octaves in 8ths, slurred or marcato (quarter @ mm. 72)</td>
</tr>
<tr>
<td>Voice</td>
<td>Scales: Sing two major scales on solfege syllables one octave ascending and descending. Scales are selected by the jury. Etude: One exercise, assigned by the instructor, from Sieber Thirty-six Eight Measure Vocalises from those listed below, sung unaccompanied on solfege syllables (using moveable “do”).</td>
</tr>
<tr>
<td>Soprano</td>
<td>Op. 92, #6, #9, #12</td>
</tr>
<tr>
<td>Mezzo Soprano</td>
<td>Op. 93, #1, #3, #7, #11, or transpositions of Op. 92.</td>
</tr>
<tr>
<td>Alto</td>
<td>Op. 94, #1, #2, #5, #6, or transpositions of Op. 92.</td>
</tr>
<tr>
<td>Tenor</td>
<td>Op. 95: #1, #2, #3, #4. Exercise may be transposed to fit the student's tessitura.</td>
</tr>
<tr>
<td>Baritone</td>
<td>Op. 96: #1, #2, #4, #8, or transpositions of Op. 95.</td>
</tr>
<tr>
<td>Bass</td>
<td>Op. 97: #1, #2, #4, #7.</td>
</tr>
<tr>
<td>Repertoire</td>
<td>Two selections (art song or short aria) from memory, of contrasting nature and style, preferable from different eras.</td>
</tr>
</tbody>
</table>
VCSU 100-Level Applied Lessons Documentation Checklist for Transferred Credits
(to be mailed along with all required materials at the end of each semester of 100 level lessons):

Student name:
Student VCSU email:
Student telephone number:

Name of instructor
Contact information:
Accredited institution:

If the instructor is not teaching at an accredited institution and the student is not studying for credit, the instructor must be pre-approved before the course is begun. This option is available only to declared, fully-admitted music majors making progress toward a degree on an approved program plan. Submit the following for Transcribed Credits:

- Instructor's resume/CV
- Instructor's transcripts
- DVD recording of recent performance by instructor

At the end of each semester, all students must provide the following:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-credit</td>
<td>2-credit</td>
</tr>
<tr>
<td>public recital (1 piece/movement)</td>
<td>public recital (1 piece/movement)</td>
</tr>
<tr>
<td>jury (2 other, contrasting pieces)</td>
<td>jury (2 other, contrasting pieces)</td>
</tr>
<tr>
<td>jury critiques (if applicable)</td>
<td>jury critiques (if applicable)</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation p. 36</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>proficiency documentation</td>
</tr>
</tbody>
</table>

To be completed at VCSU: VCSU Faculty signatures

__________________________________________________________________________ Date ______________
__________________________________________________________________________ Date ______________
__________________________________________________________________________ Date ______________

- Documentation complete
- Passed 100-level technique
- Grade __________
- Passed 100-level repertoire

All lessons approved for transcripted credit will be placed on the VCSU transcript at the completion of the student’s degree program.
VCSU 200-Level Applied Lessons and Lesson Proficiencies

Following the successful completion of the 100-level proficiency requirements, the student may enroll in 200-level lessons (2 credits per semester). At the end of the second semester, the student will be expected to pass the 200-level proficiency for his/her instrument. Performances by guitarists, pianists, and vocalists must be memorized.

If juries are completed at an accredited institution, please include critique sheets with this documentation. If studying privately (this option is available only for declared music majors with an approved program plan), the jury must be videorecorded, submitted with the documentation, and evaluated by VCSU faculty. If attempting the proficiency exam, that attempt must also be recorded, submitted, and evaluated by VCSU faculty. Private instructors may be asked to submit a planned program of study for their students for evaluation. Following a successful proficiency, the student will be allowed to enroll in the next level of applied lessons.

200-level Proficiency – Technique Requirements

Plus repertoire: two repertoire selections from different historical periods or contrasting styles.

All natural and harmonic minor scales, memorized. 20 out of 24 must be played correctly.

- **Bassoon:** 2 octaves in 8ths (quarter @ mm.120) +
- **Bass Trombone:** 2 octaves in 8ths (quarter @ mm. 86) +
- **Clarinet:** 2 octaves in 8ths (quarter @ mm. 120) +
- **Euphonium:** 2 octaves in 8ths (quarter @ mm. 86) +
- **Guitar:** 2 octaves (7 positions) in 8ths (quarters @ mm. 72-80). Major pentatonic scales – 2 octaves, 5 positions in 8ths (quarters @ mm.72-80) +
- **Horn:** 2 octaves in 8ths (quarter @ mm. 86) +
- **Oboe:** 2 octaves in 8ths (quarter @ mm. 120) for C, C#, D, Eb, and E +
- **Percussionists (Mallets):** 3 octaves in 8ths (quarter @ mm. 120) Star Spangled Banner in all 12 Keys +
- **Percussionists (Snare):** Flam Taps, Flam Accents & 13, 17 Stroke Rolls (open rud. style) at quarter =120 +
- **Pianists:** Hands together, 4 octaves in 16ths (quarter @ mm. 96) +
- **Saxophones:** C, D, E, B, C#, F, Bb, Eb scales 2 octaves in 8ths (quarter @ mm. 120); G, A, F#, Ab scales 1 octave in 8ths (quarter @ mm. 120) +
- **Trombone w/F attachment:** 2 octaves in 8ths (quarter @ mm. 86) +
- **Trombone w/o F attachment:** C, G, A, E, B, F#, F, Bb, Ab 2 octaves in 8ths; Eb D, Db 1 octave in 8ths (quarter @ mm. 86) +
- **Trumpet:** C, Db, D, F#, G, Ab, A, Bb, B-2 oct. in 8ths; Eb, E, F-1 oct. in 8ths (quarter @ mm. 86) +
- **Tuba:** 2 octaves in 8ths, slurred or marcato (quarter @ mm. 72) +
- **Vocalists:** Scales: 1) Sing two minor scales (one natural minor /one harmonic minor) on solfege syllables, one octave ascending and descending. Scales are selected by the jury. 2) Sing a chromatic scale on solfege syllables, one octave ascending and descending. Student may choose the starting pitch. Etude: One exercise, assigned by the instructor, from Sieber Thirty-six Eight Measure Vocalises from those listed below, sung unaccompanied on solfege syllables (using moveable “do”).
- **Soprano:** Op. 92, #5, #15, #16, #17.
- **Mezzo Soprano:** Op. 93, #2, #4, #6, #13, or transpositions of Op. 92.
- **Alto:** Op. 94, #4, #7, #9, #15, or transpositions of Op. 92.
- **Tenor:** Op. 95: #5, #6, #9, #10. Ex. may be transposed to fit the student’s tessitura.
- **Baritone:** Op. 96: #6, #9, #10, #14, or transpositions of Op. 95 or Op. 97.
- **Bass:** Op. 97: #5, #6, #18, #19.

Repertoire: Performance of two selections (art songs or arias, one in English, one in a foreign language, or two in foreign languages) from memory, of contrasting nature and style, and preferably from differing eras.
VCSU 200-Level Applied Lessons Documentation Checklist for Transferred Credits (to be mailed along with all required materials at the end of each semester of 200 level lessons):

Student name:  
Student VCSU email:  
Student telephone number:  

Name of instructor  
Contact information:  
Accredited institution:  

If the instructor is not teaching at an accredited institution and the student is not studying for credit, the instructor must be pre-approved before the course is begun. This option is available only to declared, fully-admitted music majors making progress toward a degree on an approved program plan. Submit the following for Transcribed Credits:

- Instructor’s resume/CV  
- Instructor’s transcripts  
- DVD recording of recent performance by instructor  

At the end of each semester, all students must provide the following:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-credit</td>
<td>2-credit</td>
</tr>
<tr>
<td>public recital (1 piece/movement)</td>
<td>public recital (1 piece/movement)</td>
</tr>
<tr>
<td>jury (2 other, contrasting pieces)</td>
<td>jury (2 other, contrasting pieces)</td>
</tr>
<tr>
<td>jury critiques (if applicable)</td>
<td>jury critiques (if applicable)</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation p. 36</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>proficiency documentation</td>
</tr>
<tr>
<td>printed recital program</td>
<td></td>
</tr>
</tbody>
</table>

To be completed at VCSU: VCSU Faculty signatures

<table>
<thead>
<tr>
<th>Name of instructor 1</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of instructor 2</td>
<td>Date</td>
</tr>
<tr>
<td>Name of instructor 3</td>
<td>Date</td>
</tr>
</tbody>
</table>

Documentation complete  
Passed 200-level technique  
Grade  
Passed 200-level repertoire  

All lessons approved for transcripted credit will be placed on the VCSU transcript at the completion of the student’s degree program.
VCSU 300-Level Applied Lessons and Proficiency Checklist

Following the successful completion of the 200-level proficiency requirements, the student may enroll in 300-level lessons (2 credits per semester). At the end of the third semester of 300-level lessons, the student will be expected to pass the 300-level proficiency for his/her instrument. Performances by guitarists, pianists, and vocalists must be memorized.

If juries are completed at an accredited institution, please include critique sheets with this documentation. If studying privately (this option is available only for declared music majors with an approved program plan), the jury must be video-recorded, submitted with the documentation, and evaluated by VCSU faculty. If attempting the proficiency exam, that attempt must also be recorded, submitted, and evaluated by VCSU faculty. Private instructors may be asked to submit a planned program of study for their students for evaluation. Upon completing the 300-level proficiency requirements, the student may enroll in 400-level senior recital.

300-level Proficiency – Technique Requirements

All major, natural, and harmonic minor scales, memorized. 10 out of 12 majors plus 20 out of 24 minors must be played correctly. Instrumentalists add the chromatic scale in 8ths. NOTE: Junior-level percussionists may divide their proficiency work into 2 semesters.

Bassoon: 2 octaves in 8ths (quarter @ mm. 120)
Baritone/Euphonium: 2 octaves in 8ths (quarter @ mm. 86)
Bass Trombone: 2 octaves in 8ths, slurred or marcato (quarter @ mm. 72)
Clarinets, Flutes: 2 octaves in 8ths (quarter @ mm. 120)
Guitarists: 2 octaves (7 positions) in 8ths (quarter @ mm. 72-80)
Horn: 2 octaves in 8ths (quarter @ mm. 86)
Oboe: 1 octave in 8ths (quarter @ mm. 120) for C, C#, Eb, and E
Percussionists (Mallets): 3 octaves in 8ths (quarter @ mm. 144) Take Me Out To The Ballgame in all 12 Keys
Percussionists (Snare): Single-Stroke Roll, Long Roll, Ruffs, 4-stroke Ruffs (Cresc-Desc) at quarter =120
Pianists: A choice of one orchestral excerpt on Snare Drum required.
Percussionists (Timpani): Timpani Long Roll (Cresc-Decr) and 2 selected excerpts from major orch. works
Percussionists (Accessories): 1 Tambourine, 1 Cymbal, 1 Glockenspiel, and 1 Xylophone orchestral excerpt
Saxophones: add major and minor arpeggios, hands together, 4 octaves in 16ths (quarter @ mm. 112)
Scales: C, D, E, B, C#, F, Bb, Eb scales 2 octaves in 8ths (quarter @ mm. 120);
G, A, F#, Ab scales 1 octave in 8ths (quarter @ mm. 120)
Trombone w/ F attachment: 2 octaves in 8ths (quarter @ mm. 86)
Trombone w/o F attachment: C, G, A, E, F#, F, Bb, Ab 2 octaves in 8ths
Trumpet: Eb D, Db 1 octave in 8ths (quarter @ mm. 86)
Tuba: C, Db, D, F#, G, Ab, A, Bb, B-2 oct. in 8ths; Eb, E, F-1 oct. in 8ths (quarter @ mm. 86)
Vocalists: Scales: 1) Sing six scales: one major and its parallel nratrual minor and harmonic minor, sung on solfege syllables, one octave ascending and descending, in two separate tonal centers. Tonal centers are selected by the jury. 2) Sing a chromatic scale on solfege syllables, one octave ascending and descending. Jury will choose the starting pitch.

Etupe: One exercise, assigned by the instructor, from Sieber Thirty-six Eight Measure Vocalises from those listed below, sung unaccompanied on solfege syllables (using moveable “do”).
Soprano: Op. 92, #7, #8, #10, #18.
Mezzo Soprano: Op. 93, #8, #10, #12, #15, or transpositions of Op. 92.
Tenor: Op. 95: #8, #12, #13, #15. Ex. may be transposed to fit the student's tessitura.
Baritone: Op. 96: #7, #15, #18, #21, or transpositions of Op. 95 or 97.
Bass: Op. 97: #9, #11, #14, #25.

Repertoire: Performance of three selections (art songs or arias, one in English and two in different foreign languages) from memory, of contrasting nature and style, and preferable from differing eras. Student will choose the first song for performance and the jury will choose the second for performance.
VCSU 300-Level Applied Lessons Documentation Checklist for Transferred Credits
(to be mailed along with all required materials at the end of each semester of 300 level lessons):

Student name:
Student VCSU email:
Student telephone number:

Name of instructor
Contact information:
Accredited institution:

If the instructor is not teaching at an accredited institution and the student is not studying for credit, the instructor must be pre-approved before the course is begun. This option is available only to declared, fully-admitted music majors making progress toward a degree on an approved program plan.

Submit the following for Transcribed Credits:

☐ Instructor’s resume/CV
☐ Instructor’s transcripts
☐ DVD recording of recent performance by instructor

At the end of each semester, all students must provide the following:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3 (300 level lessons only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-credit OR 2-credit</td>
<td>1-credit OR 2-credit</td>
<td>1-credit OR 2-credit</td>
</tr>
<tr>
<td>public recital (1 piece/movement)</td>
<td>public recital (1 piece/movement)</td>
<td>public recital (1 piece/movement)</td>
</tr>
<tr>
<td>jury (2 other, contrasting pieces)</td>
<td>jury (2 other, contrasting pieces)</td>
<td>jury (2 other, contrasting pieces)</td>
</tr>
<tr>
<td>jury critiques (if applicable)</td>
<td>jury critiques (if applicable)</td>
<td>jury critiques (if applicable)</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>video recordings of performances</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>printed recital program</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>student self-evaluation</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>repertoire list from semester study</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>repertoire list from semester study</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>documentation of 13-15 lessons</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>repertoire list from semester study</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>documentation of 13-15 lessons</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>repertoire list from semester study</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>documentation of 13-15 lessons</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>repertoire list from semester study</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>documentation of 13-15 lessons</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>repertoire list from semester study</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>documentation of 13-15 lessons</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>repertoire list from semester study</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>documentation of 13-15 lessons</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>repertoire list from semester study</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>documentation of 13-15 lessons</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>repertoire list from semester study</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>documentation of 13-15 lessons</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>repertoire list from semester study</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>documentation of 13-15 lessons</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
<tr>
<td>student self-evaluation</td>
<td>repertoire list from semester study</td>
<td>student self-evaluation</td>
</tr>
<tr>
<td>repertoire list from semester study</td>
<td>documentation of 13-15 lessons</td>
<td>repertoire list from semester study</td>
</tr>
<tr>
<td>documentation of 13-15 lessons</td>
<td>video recordings of performances</td>
<td>documentation of 13-15 lessons</td>
</tr>
<tr>
<td>video recordings of performances</td>
<td>printed recital program</td>
<td>video recordings of performances</td>
</tr>
<tr>
<td>printed recital program</td>
<td>student self-evaluation</td>
<td>printed recital program</td>
</tr>
</tbody>
</table>

To be completed at VCSU: VCSU Faculty signatures

__________________________________________________________________________ Date _________________
__________________________________________________________________________ Date _________________
__________________________________________________________________________ Date _________________

☐ Documentation complete ☐ Passed 300-level technique ☐ Grade __________
☐ Passed 300-level repertoire

All lessons approved for transcripted credit will be placed on the VCSU transcript at the completion of the student’s degree program.
Valley City State University  
Department of Music  
Applied Music Student Self-Evaluation

This form is to be turned in to the professor at the last lesson of the semester.

Name: ____________________________  Semester (circle): Fall/ Spring 20___

Jury Instrument: ____________________  Semester of Lessons (circle): 1 2 3 4 5 6 7 8 9 10

Instructor: ___________________________  Accompanist: ___________________________

Course Enrollment Number _________  Primary (2 credits) _______ Secondary (1 credit) _______

Technique: (List all exercises/scales/arpeggios covered)

Repertoire: (List titles and composers for all assignments this semester and identify with appropriate letters)

A – Performed for a studio class  B – Performed on a student recital  
C – Memorized  D – Performed on a jury

Proficiency Exam: _____NA  _____Freshman (Major scales)  
_____Sophomore (Minor Scales)  _____Junior (Major and Minor Scales)

Give a written evaluation of your progress this semester:

List major goals for your work in applied lessons next semester

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Name  Date
VCSU Ensemble Credit and Ensemble Checklist

Enrollment at a Home University for Credit

The distant student will, with prior approval, enroll for credit at a university in his/her home area (preferably NASM-accredited). Examples of suitable ensembles include Concert Choir, University Singers, Madrigal Choir, Orchestra, Concert Band, Jazz Ensemble, Brass Ensemble, Percussion Ensemble, Piano Ensemble, String Ensemble, Woodwind Ensemble; and for pianists, Accompanying. In all cases, the ensemble should rehearse weekly and present a collegiate- or professional-level performance each semester. The student is responsible for gathering and submitting documentation every semester to include video-recordings of performances (showing the student participating) and printed programs (showing the student’s name as a performer). Students may transfer in previously completed ensemble credits.

Participation in a Non-University Ensemble

In cases where a student has no access to a university ensemble, a high quality community ensemble meeting the above requirements may be used. High school ensembles are not acceptable. This option is available only to declared, fully-admitted music majors making progress toward a degree on an approved program plan. The ensemble must be pre-approved (submit title and location of ensemble, rehearsal and performance schedule, sample programs, resume of director). Once given approval, the student will gather and submit documentation each semester, to include rehearsal hours (with official verification), video-recordings of performances (showing the student participating), and printed programs showing the student's name as a performer. Once approved/graded by the VCSU faculty, the documentation will be filed until the final semester of enrollment. At that time, the student will pay ½ tuition to have the credit transcripted at VCSU (S/U grading).
VCSU Ensemble Documentation Checklist for Transferred Credits *(to be mailed along with all required materials at the end of each semester of ensemble credits)*:

**Student name:**

**Student VCSU email:**

**Student telephone number:**

**Name of director:**

**Contact information for director:**

**Accredited institution:**

**Title of Ensemble:**

If the ensemble director is *not* teaching at an accredited institution the director must be pre-approved before the course is begun.

**Submit the following for Transcribed Credits:**

- [ ] Instructor's resume (date submitted) ________________

- [ ] Instructor's transcripts or video evidence of current performance level (date submitted) ________________

At the end of each semester, the student must provide the following:

Documentation for EACH semester of ensemble work:
Please circle semester 1 2 3 4 5 6

- [ ] official documentation of rehearsal hours

- [ ] video recording of performance

- [ ] printed program with student's name included

Following a successful evaluation, the student will be allowed to re-enroll in ensemble for the next semester.

**To be completed at VCSU: VCSU Faculty signatures**

__________________________________________________________________________ Date ________________

__________________________________________________________________________ Date ________________

__________________________________________________________________________ Date ________________

__________________________________________________________________________ Date ________________

- [ ] Documentation complete

- [ ] Grade: S U
Student_____________________________________ EMPLID #________________________

Major_______________________________________________ Minor________________________________

A BA degree requires:

Completion of the 6-semester hour cultural block. In consultation with their advisor, students select a 16-hour block of related courses from the following areas: Spanish, art, music, English, theatre, photography, and history. Courses used for this requirement may not be double counted and may not include credits for portfolio preparation or internships.

The following courses are to be applied to this student’s Language and Cultural Studies requirement in acceptance for graduation:

Course # and Name: 

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Total Credits

Rationale:

Advisors signature _______________________________ Date________________________

Division Chair signature _______________________________ Date______________________
PREVIOUS BACHELOR'S DEGREE / MASTER'S DEGREE FORM
VALLEY CITY STATE UNIVERSITY FINANCIAL AID OFFICE

101 College Street SW, Valley City, ND 58072 • Phone (701) 845-7412 • Fax (701) 848-7410 • financialaid@vcsu.edu

Instructions: This form must be completed and returned to the Financial Aid Office at the address above as soon as possible if you have or will apply for financial aid assistance by submitting a Free Application for Federal Student Aid (FAFSA – school code 003008).

Student Name: __________________________ Last First Middle SS/ID# __________________________
Address: _______________________________ Street _______________________________ Phone __________
City _______________________________ State ______________ Zip Code ______________

Section A – Master’s Degree Applicants (requires completion of Section D)

☐ Yes ☐ No I will be enrolled in the VCSU Master of Education program in ☐ Teaching and Technology or ☐ Technology Education. If yes, check appropriate concentration and go directly to Section D. If no, go to Section B. As a registrant, you agree to register only for the courses required.

Section B – Previous Degree – Undergraduate Enrollment (requires completion of Sections C & D)

☐ I have a bachelor’s degree and wish to enroll for classes and understand that I am eligible for federal financial aid only if I am enrolling in: (choose one of the following)

☐ undergraduate courses to receive a second bachelor’s degree, or
☐ undergraduate courses in preparation for a graduate program, or
☐ a teacher certification program, or
☐ a certificate program,
☐ Other – please explain _______________________________

Please note: If you are completing work for a second major within a previously earned degree, you are not eligible for federal financial aid, e.g., earned a Bachelor of Science in Biology and are now pursuing a Psychology major.

Section C – VCSU Department Chairperson/Advisor

Your VCSU Department Chairperson/Advisor must complete this section before you return the signed form to the Financial Aid Office.

☐ The student has a bachelor’s degree in (specify degree here) _______________________________

☐ and is completing work for a second degree (specify degree here) _______________________________

☐ The student is enrolled in a teacher certification program (specify program here) _______________________________

This student should complete the program requirements specified above for a second degree/certification by:

Semester ☐ Fall ☐ Spring ☐ Summer ☐ Summer Year ______

Department Chair/Advisor Signature: __________________________ Date ______________

Section D – Student Signature

By signing this request I agree to enroll in only required courses. I understand that I am not eligible for grants such as Federal Pell Grant, SEOG, or State Grant. I further understand that I may be eligible for loan programs only.

Student Signature: __________________________ Date ______________

Email Address: __________________________

VCSU

Revised: 8/04/2005
A consortium agreement, which can exist between eligible schools only, can apply to all the SFA Programs. Under such a written agreement, students may take courses at a *school other than the "home" institution (the school where the student expects to receive a degree or certificate) and have those course(s) count toward the degree or certificate at the home school. (**Note, the "host" is defined as the non-degree granting institution delivering the course(s).)

Elements of a Consortium Agreement

There is no limit on the portion of the eligible program that may be provided by eligible schools other than the home school. Agreement contents can vary widely and will depend upon the interests of the schools involved and the accrediting or state agency standards. The Department does not dictate the format of the agreement (which can be executed by several different offices) or where the agreement is kept. However, certain information should be included in all agreements, such as which school will grant the degree or certificate, what the student's tuition, fees, and room and board costs are at each school, and what the student's enrollment status will be at each school. The agreement should also specify which school will be responsible for disbursing aid and monitoring student eligibility and should include the procedures for calculating awards, disbursing aid, monitoring satisfactory progress and other student eligibility requirements, keeping records, and distributing SFA funds. Usually, the home institution is responsible for disbursements, but if the student is enrolled for a full term or academic year at the host institution, it may make payments. The school paying the student must return SFA funds if required (for example, in refund or overpayment situations).

INSTRUCTIONS

Student, completes Sections A & B
Institution that "will not pay Financial Aid" complete Section C
Institution that "will pay FINANCIAL AID" complete Section D

SECTION A - Application to Participate (to be completed by student)

Name

Last

First

MI

SS# __________________________

Present Address:

PO Box or Street Address

City __________________________ State ___________ Zip ___________

Home Phone #: __________________________

Area Code __________________________

E-mail Address: __________________________
Currently I am pursuing a degree from

"home" institution

Complete Address:

Street Address

City State Zip

I plan to enroll for courses from the following "host" institution:

Name of institution: 

Complete Address:

Street Address

City State Zip

In addition to the above, I will also be submitting agreements from the following schools:

Name of Institution City State Zip

Name of Institution City State Zip

If you are considering more than two additional institutions, please attach a list.

Since hours enrolled each semester can vary, financial aid will be calculated on a semester by semester basis. The student must submit a consortium agreement for each semester (preferably one month before the start of the semester).

This agreement is for:

<table>
<thead>
<tr>
<th>Smr 2005</th>
<th>Fall 2005</th>
<th>Spr 2006</th>
<th>Smr 2006</th>
</tr>
</thead>
</table>

For the semester indicated, I plan to enroll at the "home" institution for: 

Credits

For the same semester, I plan to enroll at this "host" institution for: 

Credits

In order to determine if the "host" courses are applicable toward the degree at Valley City State University, the student must attach a copy of planned enrollment from the "host" (giving the Dept. name, course number, title and description) in addition to a course syllabi.

SECTION B - Agreement to Participate - Student

1. By applying for this agreement between the "home" institution and the "host" institution, I agree to inform the institution paying financial aid, immediately if a class is dropped.
2. I understand that it is my responsibility to make sure that at the completion of the semester, a copy of my transcript is sent from the "host" institution to the "home" institution.

3. I also give permission to the Financial Aid Office at the "home" institution to request a copy of my academic transcript from the "host" institution at the completion of the Consortium Agreement Semester which will run from:

   Start: 
   Month:  
   Day:  
   Year:  

   End: 
   Month:  
   Day:  
   Year:  

4. I understand that courses must be completed within the semester (15 weeks) enrolled. Courses not completed at the end of the semester will prevent aid for the next semester.

   Signature:  
   Date: 
   Month:  
   Day:  
   Year:  

SECTION C - Completed by "host"_____ "home" ____ institution - Certification
(please indicate "host" or "home" as it will apply to the non-paying institution)

The following student, ___________________________ will be enrolled at ___________________________ for the following semester:

   Smr 2005
   Fall 2005
   Spr 2006
   Smr 2006

This student will be enrolled during the above semester for: 

   Credits: 

The charges by this institution for tuition/fees for this semester will be $ ______________

1. This institution agrees not to provide financial assistance to the above named student (if eligible), for the term specified.

2. This institution agrees to accept funds from the funding institution and act as distributor to the student for the "funding" institution (funds will be sent to the person identified below).

   Print Name & Title: ________________________________

   Name of Institution: ________________________________

   Complete Address: __________________________________

   Signature: ________________________________________
   Date: ________________________
SECTION D - Financial Aid Payment Data (for aid granting institution)

(please indicate "host" _____ or "home" ____ as it will apply to the institution providing aid)

Hours at "HOME" institution: __________________________

HOME Institution: __________________________________

Hours at "Host" institution - 1st: ______________________

Host Institution 1st: _________________________________

Hours at "Host" institution - 2nd: ______________________

Host Institution 2nd: _________________________________

Hours at "Host" institution - 3rd: ______________________

Host Institution 3rd: _________________________________

Budget:

Tuition/fees "home" institution: $ ____________________

Tuition/fees "host" institution - 1st: $ __________________

Tuition/fees "host" institution - 2nd: $ __________________

Tuition/fees "host" institution - 3rd: $ __________________

Books/supplies: $ ________________________________

Room/board: $ ________________________________

Miscellaneous Expense: $ ______________________

Total: $ ______________________________

Signature: ________________________________________  Date: __________________________

Title: ____________________________________________  Institution: __________________________