

**VALLEY CITY STATE UNIVERSITY
DEPARTMENT OF MUSIC
ONLINE STUDENT HANDBOOK**

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Welcome

Welcome to the online music program at Valley City State University. VCSU is the pioneer and national leader in offering a traditional, accredited collegiate music education in the online format. We offer stand-alone certificates in Piano Pedagogy and Composition, as well as the Bachelor of Arts or Bachelor of Science in Music. VCSU is fully accredited by the National Association of Schools of Music, so you know that your education is high quality and taught by well-qualified faculty. In this section, you will find all the information you need to be successful as a student in our online programs. Much of the information is geared toward degree-seeking students, but it can be applied toward certificate programs as well. Please take time to read through this section before contacting the music department with questions, as most of them can be answered with the information in these pages. Thank you for your interest in our program, and best of luck in your educational endeavors.

The Online Degree in Music

The Bachelor of Arts or Bachelor of Science degree in Music is a liberal arts degree with a music emphasis. It offers students a broad education in the arts with foundational study in music. The degree is not designed to prepare graduates for a professional career in music, but it can lead to graduate study in music with dedicated study above and beyond the degree requirements. It can serve as preparation for professional school (medicine, law, or other) if the proper prerequisite courses are also taken.

While the university offers three concentrations in the BA/BS in Music, the department only offers the General Studies concentration in the online format.

Online Courses vs. Independent Study

The difference between VCSU online courses and “independent study” courses deal with course deadlines and interaction with classmates and faculty. 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. 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. **Students wishing to take an “independent study” style course should not enroll at VCSU.**

Successful Traits of the Online Student

Success in an online course is more difficult than in a traditional class. It takes a high degree of organization, attention to detail, and dedication to be successful. In our experience, the following traits are indicative of students who excel in the online format. These students:

1. Read and remain familiar with the material in the online music student handbook
2. Are knowledgeable about the semester schedule, including the date/time of final exams
3. Have adequate technology to access online coursework

4. Have course materials ready for the first session of class
5. Are “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. Check the course Blackboard site regularly for announcements, assignments, and grades
7. Turn in assignments on time; adhere to the course schedule
8. Observe the academic integrity guidelines
9. Inform professors in advance/immediately if there are emergency circumstances affecting coursework
10. Show 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. Check VCSU email regularly (the official means of communication about academic work) and reading and responding to communications from professors promptly.

Admission to the University

There are different procedures for admission to the university, based on various situations. Please select the procedure that best fits your situation.

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). You will need to complete:

- Application for Admission (including ACT or SAT scores)
- Non-refundable fee of \$35
- Official high school transcripts
- ACT/SAT scores (encouraged but not required)
- Online Music Application
- Audition video

Admission of Transfer Students

You have attended one or more post-secondary institutions following the completion of high school. You must have a 2.00 GPA on a 4.00 scale to be considered for admission.

Note: If you have completed less than 24 transferable credits, you must follow freshman applicant requirements.

You will need to complete:

- Application for Admission (including ACT or SAT score)
- Non-refundable fee of \$35
- Official transcripts of all previous academic work from each institution attended (regardless if credit was awarded)
- Online Music Application
- Audition video

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. You will need to complete:

- 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 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.

These students may wish to take courses to transfer back to another institution or for personal enrichment. Non-degree seeking students are allowed to take music major courses based on availability. They may be denied access to courses if music majors require access to complete their degrees. Decisions are made on a case-by-case basis.

Non-degree seeking students are not eligible for financial aid. You will need to complete:

- Application for Admission (select non-degree status)
- Non-refundable fee of \$35
- Online music application
- Audition video

Admission of Early Entry Students (including 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. You will need to complete:

- 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 Canadian Students

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. You will need to complete:

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

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. You will need to complete:

- International Application for admission
- Non-refundable fee of \$35 USD
- 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 USD 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.

Checklist for Admission to the Online Music Program

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 November 1 for spring semester.**

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

NOTE: Not all states allow VCSU to deliver degree programs to their residents. Please check here to ensure that your state will participate. (<http://online.vcsu.edu/vp.htm?p=3488>) Be sure to submit all materials required for your category of application.

2. Audition: Submit audition to the Department of Music.

3. Graduation Plan: Students are ultimately responsible for meeting the requirements for graduation. The first step in doing so is crafting a Graduation Plan. Complete the following:

- After all official transcripts have been received, your transfer credits will be evaluated, and a transcript audit will be sent to you.
- Compare your transcript audit with the degree requirements and create a list of needed courses, including General Education, music degree requirements, and general electives.
- Complete the Capstone Approval Form and add the music elective courses to your list of needed courses.
- Create a semester-by-semester plan for which courses you will take each semester. Use the Music Course Schedule (found in the Current Students tab on our website) during this process. Keep in mind your personal schedule and the number of credits you can realistically complete in a semester.
- Submit your draft program plan to the Online Music Coordinator. You will work together to edit the program plan until it becomes a complete, working plan (see pp. 36).

5. Financial Aid: Complete the FAFSA form if you intend to use Federal financial aid to pay for tuition and fees. If you have a previous degree, your completed program plan must be submitted with your financial aid application (see p. 6).

6. Once admitted, register for classes in consultation with the Online Music Coordinator. 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.**
7. Once accepted, set up your 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
8. 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. <http://bookstore.vcsu.edu/home.aspx>
9. Ensure that you meet the technology requirements for your online coursework (see pg. 39).

Entrance Audition

Auditions are required of all prospective majors in music, in either the on-campus or online programs. As the music program is an open enrollment program, auditions are used for placement and advising rather than acceptance. Students at a less advanced level may anticipate additional semesters of study to reach the proficiency level expected at the end of sophomore year. Auditions are utilized to determine voice/instrument placement and initial scholarship awards (scholarships are available only for on-campus students). Students are required to submit their video audition to the Online Music Coordinator **before** beginning their coursework.

The Entrance Audition should consist of at least two pieces in contrasting styles. Memorization is not required, but it is encouraged. Online students will normally submit a video audition. The audition must be a reflection of current performance ability and may be recorded no earlier than six months before the date of application to the university. Earlier recordings will not be accepted.

Note: Transfer students who have previous collegiate applied study that meets the VCSU minimum requirements (4 credits at the 100-level and 4 credits at the 200-level) may request that their audition serve as demonstration that they have met the Sophomore Proficiency requirement. If so, the audition must include the required literature and technique (see the requirements starting on page 13). In addition, the student must arrange a video conference with the Online Music Coordinator to complete the sight-reading requirement of the Sophomore Proficiency.

Online students are welcome to come to the VCSU campus to audition. Most students elect to submit a video audition instead of auditioning in person. Students electing to do so should upload and email a **video** recording of the audition performance and send to the Online Music Coordinator, Jessica Shuler, at Jessica.shuler@vcsu.edu. Please title this file "First name Last name Audition." The procedure and requirements are the same as listed on page 5. Students are responsible for keeping copies of all digital submissions until the completion of the degree program.

University Catalog and Degree Plans

Beginning in 2018-19, VCSU has implemented an annual catalog. The university catalog details the requirements for graduation. For purposes of graduation requirements, students are permitted to use the catalog in place in their first semester of matriculation or any subsequent catalog. Students may not use a catalog prior to their first semester of matriculation. Students should be aware of which catalog they are following and be on track for graduation. Program requirements often change from one catalog to the next. Students can track their graduation progress through the Advisement Report on Campus Connection. The online VCSU catalog, with all graduation requirements, can be found at catalog.vcsu.edu.

Admission Seeking a Second Bachelor's Degree

To be eligible for Federal Student Aid, a student with a prior bachelor's degree must be enrolled in an academic program that is degree-seeking and have a program plan and Undergraduate Previous Bachelor's Degree form on file. The form can be found at: <https://onestop.vcsu.edu/support/solutions/articles/10000036983-undergraduate-previous-bachelor-s-degreeform>

Bachelor of Arts vs. Bachelor of Science

The degree requirements for the Bachelor of Arts and the Bachelor of Science degree in Music are identical in almost every aspect. The General Education, Music Core, Ensemble, Performance, and Music Electives are the same. The difference comes with the Additional Electives. For the Bachelor of Arts degree, students must choose a 16-credit block of electives taken from the Liberal Arts departments. This is the Cultural Block, and it can be completed with VCSU courses or transferred courses from other institutions. The Bachelor of Science degree has no restrictions on electives, and students are free to take whatever courses they choose. As mentioned above, if you have a previously completed bachelor's degree, you must choose the other program for the second bachelor's degree.

The 16-credit elective block for the Bachelor of Arts degree is a planned program of study which must be submitted to and approved by the department chair prior to graduation. The submission is done electronically through the following link: https://vcsu.qualtrics.com/jfe/form/SV_1KUOkir4ZAOJbcp

Music Department Continuing Student Requirements

Required GPA

The student majoring or minoring in Music must achieve a minimum 2.0 GPA (C) in each of the specified courses and a 2.5 average GPA. Students earning less than a "C" in a required music course must retake the course. Exceptions to this policy will be made on a case-by-case basis by the music department faculty.

Satisfactory Progress Policy

To be eligible for financial aid at Valley City State University, a student must be in good academic standing, and making satisfactory progress toward the completion of a degree (minimum GPAs as follows: 1st semester-1.60; 2nd semester-1.80; 3rd semester-2.00). To maintain satisfactory progress, a full-time student is required to complete, with a passing grade, a minimum of 66% of the credit hours attempted each term (in other words, the greatest number of hours for which a student is registered on any of the following dates: 1st day of classes, last day to add, last day to drop, last day of classes for the semester). Students who fall below the minimum GPA or course completion requirements may be placed on academic probation or suspension.

(<https://www.vcsu.edu/documents/policymanual/vp.htm?p=325>)

Course Sequence and Advisement

The student has primary responsibility for meeting all appropriate academic requirements and for maintaining the proper sequence of courses. The student has been assigned an advisor, who can answer questions about course rotations and plans of study. However, the student should not assume that the advisor knows more about their program and progress than does the student. Music courses will not be offered by special arrangement as faculty overloads for students who have chosen not to enroll in required courses in the designated semesters or who have failed to earn the required grade of "C."

Class Attendance

Students are expected to attend all class sessions of courses for which they are registered. For online students, this means logging into Blackboard regularly (daily is preferred) to check assignments and due dates, review lecture material, and submit assignments and tests. Email should be checked regularly (daily preferred), and students must use the official VCSU email to communicate with instructors. Instructors have the right to set attendance policies in their classes, which may differ between instructors.

Deficiency Notices

Students who are not attending classes, are not submitting assignments, have not passed proficiency examinations, or in some way are not demonstrating satisfactory progress, receive a deficiency report through Starfish. The notice, called a "flag," details the changes or improvements which must be made. Copies of the report are provided to student, instructor, and advisor.

Registration

A student in good standing may register for up to 19 semester hours. The student wishing to take 20 to 21 hours must maintain a minimum GPA of 3.00 and 22 or 23 hours requires a minimum GPA of 3.50. No student will be allowed to enroll in more than 23 semester hours.

Drop/Add

A student may add or drop (without record) a full-semester course through the 10th calendar day of the semester; or may withdraw (with record, by drop/add card) from a full-semester course between the 11th day and the first 12 weeks (see specific dates listed on the academic calendar). Failure to drop by the designated deadline for any reason will result in an "F" for that class. **Financial aid eligibility (a maximum of 180 credits) will be based upon credits attempted, so course drops should be carefully considered.** Financial aid will pay for only one retake of any course.

Incomplete Grades

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 a grade of "I" is assigned is entirely the prerogative of the course instructor. Instructors are under no obligation to issue an Incomplete grade. 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 incomplete 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.

The Undergraduate Degree in Music Education

The Bachelor of Science in Music Education, leading to North Dakota teacher licensure, is only offered on the VCSU campus. The department does not offer an online undergraduate degree that leads to initial teacher licensure in music. Online students interested in obtaining teaching licensure in music may be able to use the BA/BS in Music to seek licensure in their state. Such students should contact their state Department of Education for clarification on their specific requirements for teacher licensure.

Graduation Requirements for Music Degrees

All students, regardless of degree or concentration, must meet the following requirements. Any questions should be addressed to the VCSU Registrar Office. Students are responsible for knowing their graduation requirements and for meeting those requirements.

1. Completion of the General Education Requirements
2. Completion of all MUS required courses with a C grade or higher.
3. Successful completion of Capstone Project required for your degree
4. Completion of the 16 credit Cultural Block (BA students only)
5. Students must meet the following credit requirements:
 - Minimum of 30 semester VCSU credits, including 6 VCSU credits in the major content area.
 - Minimum of 30 upper-division semester credits (300- or 400-level). These do not all have to be MUS courses, and transfer courses count.
 - Minimum of 120 total hours for the degree.

- Students may take a maximum of 15 credits of electives with S/U grading
- 6. Minimum cumulative GPA of 2.0 for all classes taken, both transfers and VCSU courses.
- 7. 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.
- 8. Satisfaction of all financial obligations to the University two weeks prior to graduation

Application for Graduation

Formal application for graduation submitted to the Office of the Registrar. Click [Graduation Application](#) (<http://www.vcsu.edu/registrar/vp.htm?p=909>) Students are reminded that graduation application deadlines are early in the semester BEFORE they intend to graduate.

Class Piano and Piano Proficiency Requirements

All music majors and piano pedagogy minors must reach a minimum level of functional piano skill. Piano class students move through a matrix of skills and progress is measured by satisfactory completion of each task. BA/BS in Music students are required to take two semesters of class piano (MUS 111, 112), which satisfies the minimum requirement for their degree.

Note: Incoming students are assumed to have a minimal ability on the piano and will be advised to start piano instruction, per their graduation requirements, with MUS 111: Class Piano I. Students with advanced ability may start their piano study with more advanced class piano courses, or they may replace class piano with applied piano lessons. Permission to do so will be granted at the discretion of the department chair or online music coordinator. However, all students must complete the required number of semesters of piano study found in their chosen academic program.

Applied Lessons

Selection of Primary Instrument & Instructor

Each major and minor student will select a primary performing area on which to study during his/her program. Because of the demanding practice requirements for each instrument/voice, students may pursue only one primary performing area. Exceptions to this policy must be approved by the department chair.

Individual Practice

Musicality is developed through applied lessons and individual practice: this musicianship is probably the single most important factor in determining success in all aspects of music and music education. The **minimum requirements** for practicing are as follows:

- 1 credit lessons: 3-4 hours per week, at least 30 minutes daily
- 2 credit lessons (BS Music Education): 8 hours per week, at least 1 hour daily • 2 credit lessons (BA/BS Music): 10 hours per week, at least 1 hour daily

Performing the minimum practice requirements will likely lead to a minimum level of proficiency on your instrument, sufficient enough pass the Sophomore Proficiency. Should you wish to excel on your instrument (which you should), you will need to practice more than the minimum requirements.

Note: Vocal primaries are advised to practice vocally no more than 2 hours per day, to avoid straining the voice. Vocal practice can include phonation as well as diction work, acting, or other aspects of vocal performance.

It is expected that all students will be well-prepared for every lesson and studio class. Practice suggestions include:

1. Make practicing a regular part of your daily schedule.
2. Get up one hour earlier and do your practicing when you have a lot of energy or practice during the evening after dinner.
3. Write down specific weekly practice goals (Ex: learn F major and F minor scales; memorize 16 bars of a piece; work on arpeggios; become familiar with 5 new pieces; etc.) and break them down into specific, realistic daily tasks. When you accomplish these tasks, reward yourself by playing familiar literature, playing duets or ensemble literature with a friend, or some other musical activity.
4. Attend to the more difficult or challenging musical tasks first.
5. As musical progress is often not immediately apparent, you should assess your accomplishments each month or semester, rather than each week.
6. Concentrate on achieving your own musical goals and don't worry too much about whether you are better or worse than another music student.
7. Listen to multiple professional recordings of your repertoire, to greatly enhance knowledge of style.
8. Never miss a lesson! The instructor has reserved that time just for you.

Studio Classes

All students enrolled in Applied Lessons are expected to attend a weekly studio class. In this class, students perform for their peers, polishing their repertoire before the formal recital setting is engaged. In addition, students gain valuable critiquing skills and higher-level pedagogical skills.

Recital Hours and Juries

Students making good progress will generally work on several selections in a variety of styles each semester. All students taking applied lessons are required to present a solo performance at least once on their primary instrument during a recital hour and on the end-of-the-semester jury. In general, the pieces performed on the recital hour and on the jury should be different. Students preparing an extended-length work may perform the same work on both the recital hour and the jury, as long as the literature for the semester includes other contrasting pieces that have been studied with some dedication.

All students who will perform a jury present a completed Applied Music Student Self-Evaluation form to their instructor at the final lesson of the semester. This form will later be submitted to the online music coordinator as part of the end-of-semester packet.

Recital Attendance and Etiquette

All music majors and minors enroll in MUS 200: Music Convocation every semester in which they are enrolled for applied lessons. Students are required to submit evidence of attendance at a minimum of five concerts each semester.

Listening to music performances is an integral part of the development of all music students. There is much to be learned from listening to a variety of music presented in a variety of media (pianists should listen to vocal and orchestral music, singers should listen to wind instruments, jazz students should listen to classical music, etc.). Students should never miss an opportunity to hear live performances of literature for the principal applied instrument and many excellent faculty and guest recitals are offered each semester for the benefit of students.

Performance Competitions and Festivals

VCSU music students are encouraged to take advantage of the opportunities which exist to strengthen performance skills: NATS (National Association of Teachers of Singing) auditions; MTNA (Music Teachers National Association) competitions, etc.

Stage Etiquette

A recital is a special occasion and performers should dress accordingly. T-shirts, shorts, jeans, sneakers, and other overly casual attire are not appropriate for performance. Students who have questions about their attire are encouraged to ask their applied teacher for guidance. Students who are not appropriately attired will not be allowed to perform on department recitals. Accompanists, page turners, and stage hands are also expected to wear suitable concert attire (black is preferred), including appropriate shoes. Students are encouraged to video-record rehearsals wearing their concert costume, including walking on and off stage and bowing with their accompanists and fellow performers.

Sophomore Proficiency

The purpose of the Sophomore Proficiency is to ensure that students are making adequate progress on their primary instrument and are on-track for graduation as a Music major. It also serves as the final proficiency for Music minor students at the conclusion of their studies. Receiving a passing score on the Sophomore Proficiency demonstrates the confidence of the faculty in the student's ability to succeed as a musician. Through the applied jury of the proficiency, the music faculty determine whether the student's performance meets the minimum standard or whether the student must complete additional preparation (and additional coursework). In addition, faculty will evaluate the student's academic performance up to that point.

The Sophomore Proficiency applied jury is longer than a regular jury. The performance should include 10-15 minutes of actual music, apart from pauses in between pieces. The literature chosen should be appropriate for the development and ability of the student, giving the student an opportunity to demonstrate their skill. Students should not choose literature that is beyond their ability in an effort to impress the faculty.

Music minor students must pass the Sophomore Proficiency as a completion requirement for their program of study. Students who do not pass the Sophomore Proficiency must continue in 200-level lessons until they do so.

Sophomore Proficiency Applied Jury Minimum Requirements, by instrument

Brass

- Repertoire: Three contrasting works (or movements of works) with a total duration of 10-12 minutes. Repertoire is at the discretion of the applied instructor, but ABRSM Grade 6 or above may serve as a guide for repertoire selection.
- Scales: Major scales and natural minor scales plus arpeggios, to be played from memory at a minimum of 100 beats per minute. The first scale degree shall be played as a quarter note and all other scale degrees as eighth notes. Scales should be played in two octaves when possible. Exact scales selected by the jury at time of performance.
- Sight Reading: Brief excerpt (band grade 3 or equivalent) selected by the applied instructor.

Guitar

- Repertoire: One to two works that demonstrate the student's ability to read and play across the entire fretboard, no more than seven minutes combined length. Must be played from memory.
- Scales: Segovia scales, both major and minor, in any key as chosen by the adjudicator.
- Technique: Perform an etude from one of the following collections: Matteo Carcassi, Op. 60; Fernando Sor, Twenty Studies; Dionisio Aguado, Twenty-Four Etudes.
- Sight Reading: Sight-read a short excerpt in first position, one to three voices.

Percussion

- Repertoire: Three contrasting works (or movements of works) with a total duration of 10-12 minutes. Repertoire is at the discretion of the applied instructor, but ABRSM Grade 6 or above may serve as a guide for repertoire selection. Repertoire should represent at least a single work from a minimum of three of the following areas: Timpani, Snare Drum, Mallet Percussion, Multiple Percussion, Drum Set, and/or World Percussion.
- Scales/Rudiments: Major scales and natural minor scales plus arpeggios, to be played from memory at a minimum of 100 beats per minute. The first scale degree shall be played as a quarter note and all other scale degrees as eighth notes. Scales should be played in two octaves when possible. Exact scales selected by the jury at time of performance. Rudiments on snare are to be performed open-closed-open and will be chosen from the 40 primary rudiments by the jury at time of performance.

- Sight Reading: Brief excerpt (band grade 3 or equivalent) selected by the applied instructor.

Piano

- Repertoire: Three contrasting pieces from memory, which must include music equivalent to the following:
Piano Majors:
 - At least one movement of a Classical sonata (Beethoven, Haydn, or Mozart) ○ A work by Chopin, Debussy, Liszt, Rachmaninoff, or Scriabin
 - A Prelude and Fugue by J.S. Bach Piano Minors:
 - A classical sonatina or short sonata (Clementi, Kuhlau, Mozart, Haydn, and Beethoven) ○ An Etude by Burgmüller (Op. 105 or 109) or Czerny (Op. 299 or 740)
- Scales:
 - All Major and Minor Scales and Arpeggios played in sixteenth notes at a minimum of 100 beats per minute.
- Sightreading - Brief excerpt selected by the applied instructor.

Woodwinds

- Repertoire: Three contrasting works; may be any combination of complete works, movements of works, or etudes (not to exceed two etudes in the combination), with a total duration of 12-15 minutes. Repertoire is at the discretion of the applied instructor, but ABRSM Grade 6 or above may serve as a guide for repertoire selection.
- Scales: Major and melodic minor scales to be played at a minimum of 76 beats per minute, played as 16th notes, by memory with varied articulation. Scales should be played in the amount of octaves appropriate to that scale, or as presented in a popular method (Klose, Taffanel and Gaubert, etc.). Exact scales selected by the jury at time of performance.
- Sight Reading: Simple, brief excerpt selected by the applied instructor.

Voice

- Repertoire: A minimum of four songs or arias, with at least one in English and one in a foreign language. One selection may be from musical theater or jazz. Musical selections are to be sung by memory (with the exception of oratorio), and in contrasting styles.
- Technique: Performance of any applicable technical exercises, chosen by instructor. (optional)
- Sight Reading: Simple sightreading excerpt

Strings

- Repertoire: Three contrasting works; may be any combination of complete works, movements of works, or etudes (not to exceed two etudes in the combination), with a total duration of 12-15 minutes. Repertoire is at the discretion of the applied instructor, but ABRSM Grade 6 or above may serve as a guide for repertoire selection.
- Scales: Major and melodic minor scales to be played at a minimum of 76 beats per minute, played as 16th notes, by memory with varied articulation. Scales should be played in the amount of octaves appropriate to that scale, or as presented in a popular method. Exact scales selected by the jury at time of performance.
- Sight Reading: Simple, brief excerpt selected by the applied instructor.

Planning your Music Degree Program

The BA/BS in Music degree is a composite degree at VCSU. This means that a minor is not required for graduation in this program. This degree is comprised of the general education requirements; the courses within the music major; and electives that total 120 credits. Students with a previously completed Bachelors' 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.

The official catalog for VCSU can be found at catalog.vcsu.edu. Graduation requirements are determined by the catalog in place during the student's first semester of attendance. For example, students entering the university in the Fall of 2019 would be governed by the 2019-20 catalog. Students may elect to be governed by subsequent catalogs, should they still be degree seeking students when the new catalog is released. Catalog changes can be made easily by contacting the Registrar's office.

Degree Program Overview

The BA/BS in Music: General Studies degree program consists of the following components:

1. General Education – 39 credits
2. Music Core Courses – 29 credits
3. Ensembles – 4 credits
4. Performance (Primary instrument and Class Piano) – 10 credits minimum
5. Music Electives – 9 credits
6. Academic Capstone – 3 credits
7. Additional Electives – 29 credits

General Education Requirements

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.

Students who need to take a general education course online can take that course through VCSU, if it is offered in the online format, or from one of the other ten institutions in the North Dakota University System. It is easy to search for courses in the entire system from the landing page in Campus Connection:

1. From the home page in Campus Connection, click "Class Search-All Campuses"
2. From the search page, choose the correct term from the drop-down menu and the subject and/or course number.
3. On that same page, scroll to the bottom and find "Mode of Instruction." The drop-down menu give several options. You would likely choose "Online Synchronous" if you want to view the class in real time, or "Online Asynchronous" if you want to watch classes on your own timeframe. Note: Most online students appreciate the flexibility in schedule that an "online asynchronous" course provides.

To register at a second NDUS 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.

Music Core Classes

These 29 credits are required of all music majors at VCSU. They form the foundation of your musical education and are mapped to NASM standards. All MUS courses required for the music degree must be passed with a C grade or better. Courses may be retaken to raise the required grade.

Ensembles

Students taking ensemble for credit at another institution, intending for those credits to count toward graduation in the online degree program at VCSU, must have those ensembles approved by their advisor or the department chair before enrollment. Each separate ensemble must be approved in advance of enrollment. 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 2.5 hours/week and present a collegiate or professional level performance each semester. Students may transfer in previously completed ensemble credits. Once the courses are complete, it is the student's responsibility to transfer the credits to VCSU.

Performance

Applied Lessons – 4 semesters, 8 credits

The BA/BS in Music degree requires that students meet a minimum proficiency on a primary applied instrument of their choice. This level of proficiency is generally met after four semesters of instruction and is demonstrated at an expanded jury at the end of the fourth semester. This expanded jury, called the Sophomore Proficiency, must be passed for graduation. Students who do not pass the Sophomore Proficiency will be required to take an additional semester or semesters of lessons at the 200 level to prepare to take the Sophomore Proficiency again.

The online student in need of applied lesson credits should enroll for credit in applied lessons at a university in his/her home area (preferably a NASM-accredited university). All non-VCSU applied instructors need written approval from the VCSU online music coordinator or chair of the music department before lessons begin. Students who cannot find an applied teacher at a local college/university may take lessons from a private teacher in their community (see “Credit by Challenge” procedure below).

It is expected that online students taking applied lessons away from the VCSU campus will meet the same requirements expected of on-campus applied students), including recital/public performances, juries, practice expectations, literature expectations, and studio class attendance (if available). Online students must successfully pass the Sophomore Proficiency by submitting video recording evidence of having met the requirements, including sight reading. The assessment of the Sophomore Proficiency will be completed by VCSU music faculty.

Class Piano

Students must take a minimum of two semesters of class piano. Students may take these courses at a providing institution or may transfer courses from a previous institution. With permission, students may also take private applied lessons in lieu of class piano. Additional credits of class or applied piano may count as music electives. Students whose primary instrument is piano may substitute any 2 music credits in lieu of class piano credits.

Music Electives

Music students must take 9 credits of MUS electives for their degree. Many of those credits will be preparation for the Capstone Project (see below). The electives are a way for students to tailor their degree program to match their interests, with the Capstone Project serving as a first professional work in their chosen area of interest. Students are encouraged to use the Music electives to create their own area of emphasis within the degree, and not simply a way to take a series of unrelated courses. Students are also encouraged to take as many upper division courses (300/400 level) as they can, as the degree is heavy in lower-level courses and reaching the required 30 upper division credits can be difficult without sufficient planning.

Capstone Project

The academic capstone serves as a culmination of music study and preparation at the university level. It provides an opportunity for students to investigate a subject or topic in depth, often combining musical study with other subjects in an interdisciplinary study. As such, the academic capstone should not be completed until the end of a student’s academic career, preferably in the final semester. Students must have permission of the chair of the department to complete the capstone before the penultimate semester of study. Students will register for MUS

435: Seminar in Musicology to complete their academic capstone and will communicate with the instructor at the beginning of the semester regarding their intent to capstone.

Additional 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. Students who complete the minimum number of credits in the Music Core, General Education, Ensemble, Performance, and Music Electives will still need an additional 29 credits to reach the minimum of 120 credits for graduation. These may be from any department on campus. It may be beneficial to the student to take courses outside of Music to enhance their education and help prepare for their career. Courses from the Business, Management, Marketing, and Communication departments may be particularly helpful, as well as Software or Computer courses.

Credit by Challenge

VCSU has several ways to earn credit beyond the traditional “seat time” method. Students may challenge a course that is required for graduation through a departmental exam, portfolio demonstrating the accomplishment of course requirements, or other means. Currently, the department employs this method to allow online students to fill applied lesson and ensemble credits through teachers and ensembles in their area. The university does not currently provide “challenge exams” for the courses within the music major. The following procedure must be followed when attempting to challenge applied and ensemble credits in this manner:

Applied Lessons

1. Student identifies an appropriate instructor in their area. The instructor must have at least a master’s degree in music, either with a major in the performance area they will teach or significant study sufficient to qualify them to teach at the university level.
2. Submit request for approval of the instructor via email to the VCSU online music coordinator. The request must be accompanied with a CV/resume of the proposed instructor, along with other corroborating evidence, such as current performance recordings, a URL to the instructor’s website, etc. This request must be made before lessons begin.
3. The applied music term of study must include at least 13 lessons of one hour in length. This term of study must align generally with the VCSU academic calendar (i.e. fall semester and spring semester). Lessons during the summer term are discouraged, as lessons would need to be longer to meet the required 13 hours of instruction and that students generally struggle to accomplish the amount of practice required to make the same progress as they would during a standard semester.
4. Students must submit the following forms and artifacts to the VCSU Online Music Coordinator no later than two weeks after the end of the term of study. This requirement is in addition to any requirements the applied teacher may impose. Failure to do so may result in rejection of those lessons for challenge credit.
 - a. Applied Lesson Documentation Checklist (along with required materials)
 - b. Applied Music Self-Evaluation
 - c. Copies of Jury critique by applied teacher and/or other applied instructor.
 - d. Video recordings of public performance and jury performance in digital format.

5. Students can complete the Credit by Challenge form to have the applied lessons transcribed on their permanent record once lesson study is completed. **The fee for this is one-half of the tuition per credit transcribed and must be paid before the student will be allowed to graduate.**

Ensembles

1. Student identifies an appropriate ensemble in their area. The ensemble must have a director or coach, and that individual must have at least a master's degree in music. The ensemble must perform regularly (at least twice a semester) and successfully perform literature of sufficient difficulty to be equivalent to a collegiate ensemble.
2. Submit request for approval of the ensemble and director/coach via email to the VCSU online music coordinator. The request must be accompanied with a CV/resume of the proposed director/coach, along with other corroborating evidence, such as current performance recordings, a URL to the instructor and/or ensemble's website, etc. This request must be made before rehearsals begin.
3. The ensemble must rehearse weekly for at least 13 weeks during the semester. The ensemble should rehearse for at least 2.5 hours weekly, either in one rehearsal or a combination of multiple rehearsals. Ensemble seasons should align generally with the VCSU academic calendar (i.e. fall semester and spring semester). Ensembles during the summer term are discouraged, as rehearsals would need to be longer to meet the required 32.5 hours of instruction and performances.
4. Students must submit the following forms and artifacts to the VCSU Online Music Coordinator no later than two weeks after the end of the semester. This requirement is in addition to any requirements the applied teacher may impose. Failure to do so may result in rejection of those lessons for challenge credit.
 - a. Ensemble Documentation Checklist (along with required materials)
 - b. Ensemble Self-Evaluation Form
 - c. Video recordings of public performances in digital format.
5. In the final semester of study before graduation, students will complete the Credit by Challenge form to have the ensemble credits transcribed on their permanent record. **The fee for this is one-half of the tuition per credit transcribed and must be paid before the student will be allowed to graduate.**

Minor Area of Study

The BA/BS in Music is a "composite" program and does not require a minor. However, if you wish to pursue one, VCSU offers several minor programs entirely online. A complete list of VCSU's online programs, including minors, can be found at <https://www.vcsu.edu/academics/online-programs/>.

The music department does not allow a degree seeking student to choose a music minor with their music major. Students wishing to do so should incorporate that coursework into their major program.

Sample Program of Study

The list below represents an efficient way to complete the degree program in four years. This is based on a new student with no transferred courses. Students should use this as a guide in developing their own Program of Study.

1st Year Courses - Fall

Music 109: Music Theory I <i>3 credits</i>	VCSU Online, F
Music 121: Aural Skills I <i>1 credit</i>	VCSU Online, F
Music 171: Introduction to Music Technology <i>3 credits</i>	VCSU Online, F
Music 200: Music Convocation, <i>0 credit</i>	VCSU Online, F, Sp
Applied Lesson 1-2 <i>credits</i>	Student Home Location <i>must be pre-approved</i>
Ensemble <i>1 credit</i>	Student Home Location <i>must be pre-approved</i>
General Education Courses & Electives	

1st Year Courses - Spring

Music 110 Music Theory II <i>3 credits</i>	VCSU Online, Sp
Music 122 Aural Skills II <i>1 credit</i>	VCSU Online, Sp
Music 200: Music Convocation, <i>0 credit</i>	VCSU Online, F, Sp
Applied Lesson 1-2 <i>credits</i>	Student Home Location <i>must be pre-approved</i>
Ensemble <i>1 credit</i>	Student Home Location <i>must be pre-approved</i>
General Education Courses & Electives	

2nd Year Courses - Fall

Music 200: Music Convocation, <i>0 credit</i>	VCSU Online, F, Sp
Music 201 Music Theory III <i>3 credits</i>	VCSU Online, F
Music 203 Aural Skills III <i>1 credit</i>	VCSU Online, F
Music 205 Basic Conducting <i>2 credits</i>	VCSU Online, F
Applied Lesson 2 <i>credits</i>	Student Home Location <i>must be pre-approved</i>
Ensemble <i>1 credit</i>	Student Home Location <i>must be pre-approved</i>
General Education Courses & Electives	

2nd Year Courses - Spring

Music 200: Music Convocation, <i>0 credit</i>	VCSU Online, F, Sp
Music 202 Music Theory IV <i>3 credits</i>	VCSU Online, Sp
Music 204 Aural Skills IV <i>1 credit</i>	VCSU Online, Sp
Applied Lesson 2 <i>credits</i>	Student Home Location

Ensemble 1 *credit*
General Education Courses & Electives

Student Home Location

3rd – 4th Year Courses

Music 200 Concert Attendance, 0 *credit*

VCSU Online, F, Sp

Music 301 Scoring & Arranging 2 *credits*

VCSU online, Sp

Music 331 Music History & Literature I 3 *credits*

VCSU Online, F

Music 332 Music History & Literature II 3 *credits*

VCSU Online, Sp

Academic Capstone: MUS 492: Academic

VCSU Online, F, Sp

Capstone General Education Courses & Electives

Music 231: Diction I OR

VCSU Online, F odd years

MUS 232: Diction (for vocal majors) 2 *credits*

VCSU Online, Sp even years

May also be taken sophomore year

Reporting Requirements for Online Students

Students who are taking courses at another institution as part of their degree plan are required to transfer those courses to VCSU in a timely manner upon completion. **All non-VCSU music courses must be approved by the VCSU advisor before enrollment.** Non-music courses must be approved by the VCSU Registrar. For academic courses and ensembles, the submission of transcripts fulfills the reporting requirements. For applied lessons, students must submit the same documentation as listed in the “Credit by Challenge” procedure above.

Submitting Digital Files

Students are required to submit all files related to the online music program in a digital format to the Online Music Coordinator. Files must be titled with your first and last name and the purpose of the video (Audition, Sophomore Proficiency, Jury, etc.).

The following items will be collected in a digital format:

- Audition
- Credit by challenge (should you opt to challenge applied lessons)
- Sophomore barrier (if not already completed)
- Applied lesson & ensemble director CV
- Jury material

Email all digital files and videos to:

Jessica Shuler, Online Music Coordinator

Jessica.shuler@vcsu.edu

Academic Information

Transfer Credit

As part of the application process, students are required to submit transcripts from all previous colleges/universities that they have attended. All coursework, including any music classes taken at previous institutions, will be evaluated for possible transfer to VCSU. Decisions concerning the transfer of credits is solely at the discretion of the VCSU music faculty and may be impacted by the grades achieved in those classes, the amount of time that has passed since the courses were taken, the accreditation status of the previous institution, or other factors. It should not be expected that all previous coursework will transfer to VCSU to fulfill graduation requirements. However, we will work with incoming students to create an expeditious path to graduation.

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 the Registrar's office 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, this can be done through Campus Connection.

1. Log into Campus Connection
2. Click the VCSU eForms tile on the homepage
3. Click on Records Office on the left panel
4. Click on Cancel/Withdraw to Zero
5. Complete the form and submit it

Credit and Workload

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.

Forms

The following forms and information can be found in the “Current Students” tab on the VCSU Online Music Program Website:

- Online Student Handbook
- Applied Music Self Evaluation
- Applied Lesson Documentation Checklist
- Ensemble Self Evaluation
- Ensemble Documentation Checklist
- VCSU Jury form

Library

The VCSU Library has both a print collection as well as impressive electronic resources for music.

Music Research Guide

The Music Research Guide is a compilation of the most popular and useful online resources the VCSU library has for music, including Oxford Online (Grove Dictionary of Music), Naxos (online music streaming), Library Music Source (printable public domain scores), e-Journals, and more. Students are encouraged to use these resources.

Accessing Library Resources when Off-Campus

- Go to library.vcsu.edu
- Click on the “Off Campus Access” link on the top right corner of the page.
- Enter your Blackboard login information when prompted.

Academic Information for Online Students

Obtaining Course Materials

From Campus Connection, 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

The Bookstore can be contacted Monday - Friday 8:00am - 3:30pm (CT) at 701-845-7141 or at bookstore@vcsu.edu. Books may be paid for by check or credit card and can be shipped upon request.

Texts and other course materials may also be obtained at another bookseller of your choice. However, be sure that ISBN, edition numbers, and any ancillary materials match the materials on file with the VCSU Bookstore. Students who obtain the wrong materials from a third-party bookseller will still be required to submit assignments on time.

Advising

Once admitted to the university and accepted to the Department of Music, online students will be advised jointly by the online music coordinator and the department chair. **Students should consider the online music coordinator as their primary source of contact.**

Tutoring Service

VCSU’s tutoring 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) attend 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 the VCSU Learning Center to set up an appointment; 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.

The VCSU Learning Center provides tutoring services free of charge to students who need academic assistance. If you wish to have tutoring services provided to you, please contact Jackie Owen, Learning Center director, at 701-845-72017 or Jacqueline.owen@vcsu.edu.

Academic Calendar, Class Schedule, and Finals 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.

Academic Requirement Report

The “My Academics” page in Campus Connection has several tools available for students to track their progress toward graduation. The Academic Requirement report lists all the required courses for graduation, the semester in which each course was completed, and the grade earned. Students may also view their advisor, view transferred credits, review their course history, and download an unofficial transcript. The page can be accessed through the “Academics” tab on the Campus Connection home page for students.

Change of Major or Catalog

To change majors, or to declare a different catalog than the catalog of entry, complete the form at the link below and submit electronically: <https://dmsforms.ndus.edu/iFiller/iFiller.jsp?fref=a46a9ab1-5925-4a71-a228d1208460897e>

Payment of Tuition and Fees

Students enrolled in online courses are charged tuition based on your state of residence and mandatory fees per credit hour. The Cost Calculator will estimate cost based on your state of residence and status 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 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

Students who drop courses or withdraw from the university may be entitled to a refund of part or all tuition paid, depending on the action date in the academic calendar. Information on refunds can be found on the Business Office website: [Refunds](http://www.vcsu.edu/businessoffice/vp.htm?p=1036) (<http://www.vcsu.edu/businessoffice/vp.htm?p=1036>)

Financial Aid

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.

Technology Requirements and Support

Visit this link for current technical requirements: <http://distancelearning.vcsu.edu/vp.htm?p=1288>

VCSU Help Desk information: <http://technologyservices.vcsu.edu/>

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.

Your Account Information (example):

Username: **firstname.lastname** Email address (is USUALLY): firstname.lastname@vcsu.edu

Getting started with the Blackboard online learning system:

- Open a web browser. The newest version of Firefox or Chrome (Windows), or Safari, Firefox, or Chrome (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 recommended 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 also 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. From Campus Connection, can view and update personal and campus information, register for classes, view your advisor, view grades/unofficial transcripts, manage your financial account, pay your account online, or view/accept/reject financial aid.

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/psp/NDCSPRD/?cmd=login&languageCd=ENG>

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.

Faculty and Staff Directory

Contact information for academic departments, administrative offices, and individual faculty and staff can be found at <https://www.vcsu.edu/directory/>.

Music Organizations

Students are encouraged to be active in appropriate professional organizations to enrich their educational experience and prepare them for success in their chosen careers. The organizations below are student organizations and/or student chapters of these organizations.

American Choral Directors Association (ACDA)

American Choral Directors Association is the primary professional organization for choral directors. VCSU sponsors a collegiate chapter of ACDA, and students may join ACDA with a reduced fee. Membership includes access to pedagogical and literature resources on the ACDA website (acda.org), admission to the ND ACDA conference in the spring, and a subscription to the *Choral Journal*.

The National Association for Music Education (NAfME)

NAfME is a professional organization for music students. VCSU collegiate membership is open in the fall of the year through payment of state and national dues. NAfME sponsors a number of educational and social events throughout the year. For more information, contact the department chair.

Music Teachers National Association (MTNA)

MTNA offers continuing educational opportunities for teachers and performance opportunities for students of all ages. Piano Pedagogy Laboratory teachers and intern applied lesson instructors in the VCSU Community School of the Arts hold professional membership in MTNA. For information about MTNA and/or the MTNA Collegiate Artist Competitions, contact the department chair.

Nationally Federated Music Clubs (NFMC)

The local NFMC chapter organizes an annual music festival which is held in Foss Hall annually. For more information about NFMC, contact the department chair.

Copyright Guidelines

The U.S. Congress has established the following guidelines regarding the 1976 Copyright Act. These are not laws, but guidelines which shall be considered by courts determining Fair Use.

Photocopying of Music

Emergency copying to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.

For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit, such as a section, movement, or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.

1. Copying by accompanists of a page of music in order to facilitate a difficult page turn is acceptable. Photocopies must be destroyed as soon as practical.
2. The following are prohibited:
3. Copying to create or replace or substitute for anthologies, compilations, or collective works;
4. Copying of or from works intended to be "consumable" in the course of study or teaching, such as workbooks, exercises, standardized tests and answer sheets, and like material;
5. Copying for the purpose of performance except for emergency copying to replace purchased copies as outlined in (1) of the Fair Uses;

6. Copying for the purpose of substituting for the purchase of music, except as in Fair Uses (1) and (2), above;
7. Copying without inclusion of the copyright notice which appears on the printed copy.

In all cases, the individual rules of the sponsoring organization must be closely followed.

Health and Hearing

NASM Websites

Musicians can easily strain their bodies or vocal chords with overuse or misuse. All students are responsible for maintaining physical and emotional health, not only in their college years, but throughout their lives.

The National Association of Schools of Music (NASM), in partnership with Performing Arts Medicine Association (PAMA) has developed a series of articles on both hearing health and Neuromusculoskeletal Health. Please visit the NASM website for valuable information on how best to maintain your health as a musician.

Hearing Health

Basic Information on Hearing Health:

http://nasm.arts-accredit.org/index.jsp?page=NASM-PAMA_Hearing_Health

Student Guide - Protect Your Hearing Everyday:

http://nasm.arts-accredit.org/site/docs/PAMA-NASM_Advisories/4a_NASM_PAMA-Student_GuideStandard.pdf

Student Information Sheet on Noise Induced Hearing Loss:

http://nasm.arts-accredit.org/site/docs/PAMA-NASM_Advisories/5a_NASM_PAMASudent_Information_Sheet-Standard.pdf

Neuromusculoskeletal Health

Neuromusculoskeletal and Vocal Health (currently draft versions): <http://nasm.arts-accredit.org/index.jsp?page=NASM-PAMA:%20Neuromusculoskeletal%20and%20Vocal%20Health>

Student Guide – Protecting Your Neuromusculoskeletal Health:

http://nasm.arts-accredit.org/site/docs/PAMA-NASM_Advisories/5_NASM_PAMA_NMH-Student_Information_Sheet-Standard%20NMH_2013July_DRAFT.pdf

Valley City State University
Department of Music

Documentation Checklist for Applied Lessons for Online Students

Semester: Fall 20 Spring 20 Summer 20

Note: Summer applied study must be approved in advance by the VCSU music department chair.

If lessons are being transferred from an accredited institution, complete the following:

Name of director: _____ Director email: _____

Name of ensemble: _____

Accredited institution providing lessons: _____

If taking lessons from a private instructor, and student will seek Credit by Challenge, complete the following:

Name of director: _____ Director email: _____

Name of ensemble: _____

- Instructor CV/Resume is included with checklist or has been sent previously.
- Instructor has been approved by the music department chair and email notification received.

Check the appropriate box:

- 1-credit lessons (1/2 hour lessons weekly)
- 2-credit lessons (1 hour lesson weekly)

At the end of each semester, please use the following checklist and email the materials along with this checklist to the Online Music Coordinator:

Jessica Shuler
Jessica.shuler@vcsu.edu

Checklist:

- Printed program from public recital (1 piece/movement. Recording not necessary)
- Video recording of jury performance (2 other, contrasting pieces)
- Copies of jury critiques from applied teacher or other instructors present for jury
- Documentation of at least 13 lessons (list of lesson dates)
- Completed Applied Music Student Self-Evaluation form

To be completed at VCSU: VCSU Faculty signatures

Materials are complete and acceptable for transfer of credit.

Signature

Date

Valley City State University
Department of Music
Applied Music Student Self-Evaluation Form

This form is to be turned in to the Online Music Coordinator at the last lesson of the semester.

Name: _____ Semester (circle): Fall/ Spring 20

Jury Instrument:

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

Give a written evaluation of your progress this semester:

List major goals for your work in applied lessons next semester

Student Signature

Date

**Valley City State University
Department of Music**

Documentation Checklist for Ensembles for Online Students

Semester: Fall 20 Spring 20 Summer 20

Student name: _____ Student VCSU email: _____
Student telephone number: _____

If ensemble is being transferred from an accredited institution, complete the following:

Name of director: _____ Director email: _____
Name of ensemble: _____
Accredited institution providing lessons: _____

If ensemble is a community organization that student will seek Credit by Challenge, complete the following:

Name of director: _____ Director email: _____
Name of ensemble: _____

- Instructor CV/Resume is included with checklist or has been sent previously.
- Instructor has been approved by the music department chair and email notification received.

At the end of each semester, please use the following checklist and email the materials along with this checklist to the Online Music Coordinator:

Jessica Shuler
Jessica.shuler@vcsu.edu

Checklist:

- Printed program from public performances.
- Digital video recording of public performances
- Documentation of at least 13 rehearsals totaling a minimum of 26 hours.
- Completed Ensemble Self-Evaluation form

To be completed at VCSU: VCSU Faculty signatures

Materials are complete and acceptable for transfer of credit.

Signature

Date

**Valley City State University
Department of Music**

Ensemble Self-Evaluation Form

Semester: Fall 20

Spring 20

Summer 20

Student name:

Student VCSU email:

Student telephone number:

Repertoire rehearsed and/or performed this term:

Give a written evaluation of your contribution to the ensemble:

List major goals for your work in this ensemble next semester:

Student Signature

Date