

School of Music



2011/2012



**Music
Student
Guide**

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FACULTY INFORMATION

Biographies of all faculty at the School of Music are available on our website at <http://www.queensu.ca/music/faculty>. Some faculty members have specific office hours for student appointments, which are posted on the Main Office window and/or their office door. If you wish to see a faculty member with a question or concern, do so during these designated times or by appointment. Faculty contact information (including e-mail addresses) is posted on the Main Office window and on the music website.

FACULTY ADVISERS

FIRST YEAR STUDENTS: It is advisable that you **see the First Year Adviser**, Dr J Burge, and your appropriate Applied Area Coordinator, in September. A list of office hours can be found on the window of the main office.

Director
Chair of Undergraduate Studies

M. Walker
C. Marvin

Academic Advisers

1st Year
2nd, 3rd & 4th Year
Transfer, Part-time & BA
Concurrent Education

J. Burge
Any Full-time Faculty
C. Marvin
R. Lamb

Area Coordinators

History & Literature
Music Education
Performance
Theory & Composition
CLAM
EMS

C. Marvin
K. Frederickson
I. Zuk
J. Burge
K. Allik
M. Rogalsky

Applied Coordinators

Brass, Percussion
Strings, Guitar
Piano, Organ, Harpsichord
Voice
Woodwinds
Ensembles, Chamber Music

K. Pegley (F)/G. Craig (W)
K. Tomm
I. Zuk, T. Davidson
C.-L. Reifel/ D. Baird
D. Gartshore
G. Craig/K. Tomm

Scholarships

K. Allik

Room	Name	Ext.	e-mail
131WAT	Allik, Kristi Dr	74204	allikk@queensu.ca
224	Baird, Dianne	78798	diannemcb@sympatico.ca
	Beaudette, Eileen	78603	beaudee@queensu.ca
	Bolte, Barbara	78605	bolteb@queensu.ca
	Brunette, Chantal	78606	brunette@queensu.ca
309	Burge, John Dr	74203	burgej@queensu.ca
Chalmers	Cameron, David Dr	78607	cdc@queensu.ca
220	Craig, Gordon	74212	rgc1@queensu.ca
315	Dalbec-Szczesniak, Gisèle	78608	gmszczes2@sympatico.ca
226	Davidson, Tom	75416	td@queensu.ca
133WAT	Frederickson, Karen Dr	75516	kf6@queensu.ca
	Freeman, Peter	78609	peterfreeman@sympatico.ca
	Gagnon, Sylvain	74250	heathersylvain@primus.ca
222	Gartshore, Donelda	74214	gartshor@queensu.ca
315	Hanlon, Jeff	78610	hanlonj@queensu.ca
209	Kelly, Bruce	75040	bruce.kelly@sympatico.ca
208	Kwasniewska, Ewelina	74423	ek3@queensu.ca
303	Lamb, Roberta Dr	32065	lambr@queensu.ca
	Lee, Eric	74265	bassic_lee@hotmail.com
	Legere, Katie	78611	legerek@queensu.ca
311	Lind, Stephanie Dr	79388	linds@queensu.ca
305	MacKay, Robb	79569	robbie.mackay@queensu.ca
132WAT	Malyshko, Olga Dr	74947	malyshko@queensu.ca
307	Marvin, Clara Dr	74205	ckm1@queensu.ca
	Mozetich, Marjan	78612	mm19@queensu.ca
214	Namer, Dina	78699	namerd@queensu.ca
305	Pegley, Kip Dr	78491	pegleyk@queensu.ca
F200M-C	Ravenscroft, Brenda Dr	77187	ravenscr@queensu.ca
224	Reifel, Carol-Lynn	74182	clr@cogeco.ca
B507M-C	Rogalsky, Matt Dr	78994	rogalsky@queensu.ca
129	Runions, Greg	75515	runionsg@queensu.ca
226	Shannon, Adrienne Dr	78616	ashannon@palenai.org
	Shipp, Daniel		shipp.daniel@gmail.com
	Sirett, Mark		sirettmark@hotmail.com
301	Smith, Gordon Dr	32448	gordon.smith@queensu.ca
	Spaulding, Neil	78617	neilspau@sympatico.ca
227	Szczesniak, Michel	78618	gmszczes2@sympatico.ca
	Tormann, Cindy Dr	78619	cs19@queensu.ca
221	Tormann, Wolf	78620	wt2@queensu.ca
	Tremblay, Dan	78621	tremblad@queensu.ca
201	Walker, Margaret Dr	74210	margaret.walker@queensu.ca
313	Zuk, Ireneus Dr	74209	zuki@queensu.ca

Please dial 613-533-6000 and then enter the 5-digit extension

SUPPORT STAFF

The Support Staff perform administrative and technical duties and are available to assist all students with questions and concerns.

Shirley Roth	Administrative Assistant	HLH 205	sr14@queensu.ca
Mike Cassells	A/V & Instrument Technician	HLH 123	cassellm@queensu.ca
Sheri Wilson	Departmental Assistant	HLH 204	sw16@queensu.ca
Kim Ison	Secretary/Auditions Coordinator	HLH 204	isonk@queensu.ca
Karma Tomm	Conservatory Director	HLH 207	tommk@queensu.ca
Clare Gordon	Conservatory Assistant	HLH 210	clare.gordon@queensu.ca

APPROVED ACCOMPANISTS/COLLABORATIVE PIANISTS

Ian Bevell		ian@standrewskingston.org
Kim Duca	613-531-8165	kimduca@yahoo.ca
Cecelia Ignatieff	905-377-8871	
Tomoko Inui	514-482-7123	Tomoko.inui@gmail.com
Adrienne Shannon	613-531-0766	ashannon@palenai.org
Liz Tremblay	613-634-2070	tremblayliz@yahoo.ca
Kate van Allen	613-634-4349	kate.piano@hotmail.com
Clare Gordon		clare.gordon@queensu.ca
Saki Uchida	613-888-7560	7su1@queensu.ca

The above pianists have been recommended by the School of Music's Piano Coordinator. Please note the following:

- Talk to your instructor first, he or she will be able to give advice on an appropriate pianist for your instrumentation and repertoire. All instruments (excluding piano and guitar) require a pianist for juries and recitals.
- We encourage you to contact all of the above at the beginning of the academic year, and you should ask them:
 - How much they charge (rehearsals and performances)
 - How much time will the pianist need to prepare for a studio or jury/recital
 - What services they provide
 - What their availability is
- When contacting a pianist, students should inform them of the following:
 - Instrument
 - Instructor
 - Degree and year in program
 - Lesson Time
 - Repertoire
 - Any known scheduled performances
- Students are to book rooms for all their rehearsals, following the School of Music Room Booking Policy (only students can reserve practice space). Recital/Jury rehearsal policies are separate and available in February.
- Students may use a pianist not on the approved list; please keep in mind the above questions.
- If using a current student pianist, please ensure their availability to prepare and perform your repertoire.
- We realize the importance of students having the best individual working with them, but what might seem like a good fit for a particular student may not be a good fit for the pianist, so please be patient.

DSC (DEPARTMENTAL STUDENT COUNCIL)

The DSC is elected by BMus students to organize buddies for first-year BMus students, and social and administrative events throughout the year. Some events already planned for this year are: Paint the Crest and Semi-Formals. Students are welcome to join in DSC meetings and are encouraged to bring forth issues and suggestions.

Co-Chairs	Maddy Crawford	8mvc@queensu.ca
	Nick Denis	8nd13@queensu.ca
Treasurer	Jacqueline Tessier	8jet6@queensu.ca
Secretary	Nathaniel Zoulalian	0nz@queensu.ca
Social Convenor	Allison Neeb	8arn@queensu.ca
Fundraising Coordinator	Sara Briginshaw	8sbpb@queensu.ca
Publicity Rep	Jandei Kim	8jk14@queensu.ca
Graduate Rep	Eugene Bycok	8ejmb@queensu.ca
3rd Year Rep	Alysse Szatkowski	8acs6@queensu.ca
2nd Year Rep	Martin Lam	9ml56@queensu.ca
1st Year Rep	*First year students interested in holding this position should contact Co-Chairs ASAP in September for details	

QUSMEA (QUEEN'S UNIVERSITY STUDENT MUSIC EDUCATORS ASSOCIATION)

QUSMEA is an organization open to all students at Queen's University who are dedicated to music education. They gather as a group to discuss issues surrounding music education and participate in programs, workshops and discussions to help develop skills as musicians and educators.

Co-Chairs	Lisa Schaffner	8ljs@queensu.ca
	Brooke Buchanan	7brb@queensu.ca
	Jesse Luimes	8jl48@queensu.ca

STUDENT ACADEMIC INFORMATION

Welcome to a great year at the School of Music! Whether you are in the BMus, one of the concurrent education degrees (BMus/BEd, BAH/BEd or BScH/BEd) or one of the BA(H) or BSc(H) degrees (with a music MINor, MEDial or MAJor) all the faculty and staff at the School of Music think of you as MUSIC STUDENTS. Your professors suggest you pay attention to the following academic tips for a successful year.

Dr Clara Marvin
Chair of Undergraduate Studies

TIPS FOR COMMUNICATING WITH YOUR PROFESSORS BY E-MAIL

- ★ Let your professor know who you are. Be sure to include your first and last name, your student ID number and the course number in any communication. In your subject line, use specific language that clearly indicates the content of your mail.
- ★ Make a good impression through your choice of a courteous greeting and appropriate language. Always address your professor by his or her title and surname unless you specifically have been invited to do otherwise (i.e. no first names, 'Hey' or 'Yo'). Review and edit your words and images, and run a spell check to clean up any misspelled words or incorrect grammar. Your words and content do represent you, and your professors are better persuaded by thoughtful and carefully-composed content than by hastily-written and overly impulsive notes.
- ★ If you suspect your message content is overly emotional or confused, don't send it immediately; save it, and review it later. Sometimes the language of email may not convey your mood or state of mind to your best advantage—you may even express the opposite of what you actually feel, or else write something you may regret later.
- ★ Please don't use ALL CAPITAL LETTERS—it suggests shouting—and please don't use text-messaging style with lots of abbreviations and no capital letters or regular grammar. These messages can be difficult to interpret or else just look careless.
- ★ If you have sent email to your professor and haven't received a response as quickly as you expected, give your professor the benefit of the doubt and check to see whether your message arrived. Send a copy of the email or leave a phone message.

TIPS FOR SUCCESS

- ★ Seek academic advice about courses, program requirements, advancing into the next year of study, going on to post-graduate work and so forth from full-time faculty and or the Chair of Undergraduate Studies. Don't hesitate to ask early and often. Don't forget your case is unique and many-sided; it is less successful to consult people for academic advice who may have a more limited or a more specialized perspective—especially your fellow students!
- ★ If you are thinking about post-graduate work—becoming a certified teacher (BEd), going to graduate school (MA, MMus, PhD, DMA) or law, or medicine, do your best to maintain an A- average from the start. The cold simple fact is that marks in the low B's are not acceptable for post-graduate education. If you want to obtain scholarships or fellowships in future (or, in many cases, if you are holding one from Queen's right now), you must have a minimum A- average.
- ★ Remember that Queen's places the highest importance on academic integrity in all courses (detailed in Academic Regulation 1). Read this at http://www.queensu.ca/calendars/artsci/Regulation_1_Academic_Integrity.html Know it. Love it.
- ★ Faculty deadlines are firm regarding University academic regulations. Make sure you are aware of important dates and protocols you must observe—don't get caught short if you are in trouble with a course, either with the University or your School of Music professor individually.

- ★ A claim of ignorance of expectations and policies (e.g. in the School of Music such items as attendance, studio participation, missed lesson/classes, assignments) is not treated as a valid excuse.
- ★ Make appointments to see your professor during office hours. They expect to be consulted, especially if you are having trouble in a course, and are willing to provide specialized individual help. Do it sooner rather than later; problems are easier to solve when they are small.
- ★ If you have questions about your lessons or Applied Study, consult the appropriate Area Coordinator.
- ★ Mastering an instrument or voice depends on regular, careful practice. You cannot “cram” playing or singing. Be sure that you give your performance of each piece time to develop, time to mature and enough attention so that it is secure when you have to perform it (including in your lesson). If your practice habits are repetitive, not well organized, or otherwise not advancing your playing, talk with your instructor about “how to practice”.
- ★ If you go to your lessons having learned something new about your playing, or having learned something better than at your last lesson, your preparation will make for a more profitable and enjoyable teaching experience.
- ★ If you need assistance in organizing an essay, make use of the Writing Centre. Contact Stauffer Library at 613-533-6315, or by emailing writing@queensu.ca or by going to <http://www.queensu.ca/writingcentre/> for information.

TIPS FOR THE CLASSROOM

- ★ Before you enter the classroom, turn off your cell phone, and visit the washroom, if necessary, so you do not have to leave during the lecture.
- ★ Organize your schedule and timetable so you can balance your various activities (courses, employment, extracurriculars) successfully.
- ★ Read and refer frequently to the course syllabus! Schedule in advance for critical course events—papers, presentations, tests, concerts, studios, etc.
- ★ Hand in all assignments on time throughout the semester. Keep a backlog from building up.
- ★ Ensure that you know and understand your professor’s policy on extensions. These may vary from course to course.
- ★ Develop blocks of study time, and look for alternative study places free from distraction to maximize your concentration.
- ★ Come prepared. Always bring your course textbook or other necessary materials, such as instrument or music, to class. Review your studies and readings beforehand.
- ★ Attend class. Lectures are not correspondence courses, and if you miss class, you will not learn important material.
- ★ Please don’t be late for class, lesson or rehearsal! If you are unavoidably late, enter as unobtrusively as you can, and please don’t walk in front of the lecturer or fellow student who is presenting material. Likewise, if you know you must leave early, take a seat from which you can leave as quietly as possible (and not walk in front of the lecturer...).
- ★ Please don’t talk during the lecture or while music (either live or recorded) is being played. Conversation is audible and very distracting both to the professor and to other students. Besides, as a musician in training you are learning to listen professionally; why defeat your own goal?
- ★ If you make a mistake or are just plain wrong, just acknowledge it and roll with it. This is a natural part of the learning process and need not be a source of embarrassment or defensiveness, either in private or in the classroom itself.
- ★ If you need to communicate with your professor about a problem you may be having with course delivery or an assignment, please express your concern in a positive, interested and friendly manner. Focus on the material rather than personalities, and remember that the image you project contributes to your success in being heard and understood.

TIPS FOR DEALING WITH THE CHALLENGES OF UNIVERSITY LIFE

- ★ Academic life can be stressful. For first-year students especially, you may be entering a difficult time of transition, both professionally and personally. Most students initially will not do as well as they did in high school— your marks may drop by 10-20%. Some students may discover that they are not in the right program for them. All of this is normal, and is not a failure on your part.
- ★ Sometimes life gets in the way. Relationship issues, the illness or death of a loved one, your own health, finances or issues in your dorm or apartment life—all of these can have serious consequences for your academic progress.
- ★ You can however develop strategies for addressing and coming to terms with these issues, and to keep them from overwhelming your life.
- ★ Recognize the symptoms of stress. They can be physical, psychological or social: exhaustion, loss of, or increased, appetite and weight gain or loss, headaches, crying, sleeplessness or oversleeping; feelings of alarm, excessive anxiety, frustration or apathy; compulsive or unfocussed behaviours.

Take care of your physical health:

- ★ Get enough sleep—lack of sleep aggravates stress and inattentiveness.
- ★ Eat a balanced and regular diet (you can even do this in a university cafeteria).
- ★ Work off stress through physical activity—walking, jogging, dancing, a favourite sport.
- ★ Avoid alcohol or self-medication by drugs—drinking or getting high only masks stress; the problems will still be there when you come down, plus you have the physical after-effects to deal with.
- ★ Give yourself a break or some quiet time during the day or evening—relax, do breathing or meditation exercises if you are into this.

Set your priorities:

- ★ Set realistic goals for yourself; you don't have to do everything in one term or year, so don't overwhelm yourself by fretting about everything at once.
- ★ Try to prioritize the most important things, and deal with your workload in a selective way—don't sweat the small stuff!
- ★ If you feel overloaded with everything going on in your life, review your commitments to see if there are any you can reduce or change.

Take care of your mental and emotional health:

- ★ Think positive, and give yourself good messages. Since you have been accepted into Queen's, the University assumes that you have what it takes to succeed, and you have every reason to as well.
- ★ Remember that the learning and adjustment process involves making mistakes, and sometimes even getting your feelings hurt. Developing resilience is an important life lesson—thicken your skin a bit and do what you can to take things in stride.
- ★ Ask yourself if stress is affecting your studies, and learn to recognize its signs in you.
- ★ If you can, try to develop a change in your understanding of the stressful situation. Sometimes this means changing your response to it; sometimes it means removing yourself from it. If well thought out, this is a strength, not a weakness.
- ★ If stress is becoming unmanageable—if you are having difficulty adjusting to university life or have a health problem, make an appointment at Health, Counselling and Disability Services (HCDS, LaSalle Building on Stuart Street) to review the situation. There is no charge for these services, and your confidentiality will be absolutely respected.

HEALTH & COUNSELLING SERVICES

<http://www.queensu.ca/hcnds/>

Phone 613 533-2506

Nurse Line phone 613 533-6859

Disability Services phone 613 533-6467

LESSONS (Applied & Composition)

Since many instructors come to the university specifically to teach student lessons, you must contact your instructor ASAP if you are unable to attend a lesson. Talk to your teacher about their preferred method of contact.

Lessons cancelled or missed by the student do not necessitate a make-up lesson. Students should be aware that attending lessons regularly and being well prepared constitutes a large portion of the teacher's assessment of a student's final grade in applied music. In the case of extenuating circumstances supported by verifiable documentation, however, some lessons may be made up at the discretion of the instructor. Lessons cancelled by the instructor, or falling on a statutory holiday when the School of Music is closed, will be made up at a mutually convenient time.

Applied Lessons consist of 23 weekly 1-hour individual lessons (1.25 hours for Double Credit Applied), or an equivalent amount of time. Weekly practice time must justify the full credit involved. Students are expected to play a final jury examination held in the week following the end of classes in April, and to participate in Studios for their instrument/voice (see Studio Dates on pg 10). The final course mark consists of an average of the jury mark and the instructor's mark for work completed during the academic year.

MANDATORY CONCERT ATTENDANCE (MCA) - 1st & 2nd YEAR BMUS

All first- and second-year BMus students enrolled in an Applied Study course (MUSC 121, 120, 221, 220) must attend six (6) concerts per term, for a total of 12 concerts. This accounts for 10% of your Instructor's mark for Applied Study and the grading is a pass or fail.

*****All twelve concerts must be attended in order to receive this mark*****

Fall-term concerts (6): six must be dated between September 1 and December 31, 2011
Winter-term concerts (6): six must be dated between January 1 and April 5, 2012

Eligible Concerts: *Recitals/concerts in which you are performing are not eligible

- a. School of Music Concerts (Ensembles, Mosaic, Faculty, Sponsored)
- b. Queen's Performing Arts (PAO) concerts
- c. Kingston Symphony (KSA) concerts
- d. Cantabile Choirs concerts
- e. Approved external concerts (save the ticket stub and program, and have them signed and dated by your Applied Study instructor)
- f. One musical stage production or one dance production per term

What To Do:

1. At the beginning of the academic year, you will receive your Mandatory Concert Attendance Form and an envelope to hold your ticket stubs and programs.
2. At School of Music performances, there will be a DSC member with a sign-in sheet. *To be credited with attendance at these concerts, each student must have his/her name registered on the list and must submit a program. For all other performances, you must save both the ticket stub and the program.
3. **All ticket stubs and programs, along with the completed concert attendance form, must be submitted to the Main Office at the end of the winter term.** Exact dates will be posted closer to the designated time. If you have any questions, talk to your DSC year representative or your Applied Study Teacher.

STUDIO DATES

All students taking Applied Lessons (MUSC x20, x21, x24) are to participate in Studios for their Applied Area. Information can be obtained from your instructor or Area Coordinator. Dates and locations are subject to change:

PIANO Studio is held in Rm 124 on Wednesdays at 1:30pm on the following dates:

Sept 14	Oct 26	Jan 18	Mar 7
Sept 28	Nov 9	Feb 1	Mar 21
Oct 12	Nov 23	Feb 15	Apr 4

BRASS/PERCUSSION Studio is held in Rm 120 on Wednesdays at 1:30pm on the following dates:

Sept 14	Oct 26	Jan 18	Mar 7
Sept 28	Nov 9	Feb 1	Mar 21
Oct 12	Nov 23	Feb 15	Apr 4

VOICE Studio is held in Rm 120 on Wednesdays at 1:30pm on the following dates:

Sept 21	Nov 2	Jan 11	Feb 29
Oct 5	Nov 16	Jan 25	Mar 14
Oct 19	Nov 30	Feb 8	Mar 28

STRING Studio is held in Rm 213 at 1:30pm or 124 at 7:30pm on the following dates:

Nov 2	Nov 23 (Rm 124)	Feb 15 (Rm 124)	Mar 21 (Rm 124)
Nov 16	Nov 30	Feb 29	Mar 28

WOODWIND Studio is held in Rm 213 and Rm 124 on Wednesdays at 1:30 pm on the following dates:

Sept 14	Oct 26	Jan 11 (Rm 124)	Feb 29 (Rm 124)
Sept 21 (Rm 124)	Nov 2 (Rm 124)	Jan 18	Mar 7
Sept 28	Nov 9	Jan 25 (Rm 124)	Mar 14 (Rm 124)
Oct 5 (Rm 124)	Nov 16 (Rm 124)	Feb 1	Mar 21
Oct 12	Nov 23	Feb 8 (Rm 124)	Mar 28 (Rm 124)
Oct 19 (Rm 124)	Nov 30 (Rm 124)	Feb 15	Apr 4

ENSEMBLE REHEARSAL SCHEDULE

- **Choral Ensemble** (MUSC x60)
Directed by Mark Sirett
 - Tuesdays, 6:30-9:30pm, DUPUIS AUD
- **Jazz Ensemble** (MUSC x66)
Directed by Greg Runions
 - Tuesdays 4:00-5:30pm, HLH 120
 - Thursdays 5:30-7:00pm, HLH 120
- **Samba** (part of MUSC x63)
Directed by Stuart Pike
 - Tuesdays, 6:30-9:30pm
- **Symphony Orchestra** (MUSC x62)
Directed by Gordon Craig
 - Mondays & Wednesdays, 4:00-5:30pm, HLH 120
- **Wind Ensemble** (MUSC x78)
Directed by Dan Tremblay
 - Tuesdays & Thursdays, 2:30-4:00pm, HLH 120

ENSEMBLE INFORMATION

All students, including BMus, MUST audition for ensembles. Non-BMus students may participate without registering or receiving academic credit, following a successful audition.

A minimum of four (4) ensembles is required for the BMus degree, with credit given for a maximum of six (6) ensembles. Students may register in a maximum of two (2) ensembles per academic session, but should feel no pressure to do so. All BMus students are required to complete a minimum of one (1) vocal ensemble.

In addition, the following regulations apply to BMus students registered in Applied Study (MUSC 120, 121, 220, 221, 320, 321, 420, 421):

- **Voice** students must register in Choral Ensemble each year in which they are enrolled in Applied Study.
- **String** students must register in Symphony Orchestra each year in which they are enrolled in Applied Study, except for the year in which they fulfill the vocal ensemble requirement.
- **Woodwind, brass and percussion** students must register in Symphony Orchestra or Wind Ensemble each year in which they are enrolled in Applied Study, except for the year in which they fulfill the vocal ensemble requirement.
- **Piano** students must register in an ensemble each year in which they are enrolled in Applied Study. Piano students are required to take MUSC 261**; other ensembles can be chosen from MUSC 361**, Choral Ensemble, Symphony Orchestra, Wind Ensemble or Unspecified Chamber Ensemble.
- **Guitar** students must register in an ensemble each year in which they are enrolled in Applied Study, chosen from Choral Ensemble, Symphony Orchestra, Wind Ensemble or Unspecified Chamber Ensemble.

NOTES:

- Audition dates/times are posted on the Ensembles bulletin board and on the website.
- Not all Ensembles are offered every year, confirm with the School of Music.
- Students are allowed no more than two unexcused absences per term from regularly scheduled rehearsals—exceeding 2 absences results in a failure.

****IMPORTANT!****

As soon as audition results have been posted (on Ensemble bulletin board), go onto SOLUS and register for your ensemble

All registration must be completed by Friday, September 23, 2011

If your registration is not correct, you will have to appeal to the Associate Dean of Studies to make the change and THIS COSTS MONEY!

LOCKER RENTALS

Lockers in Harrison-LeCaine Hall are rented to students in BMus, MUSCx24 and ensembles at a non-refundable cost of \$60.00 + HST per academic year (September-May). Due to the limited number of lockers, students are asked to share (\$30.00 + HST per student). Come with your locker partner (or with their payment if they are unable to attend) at the times listed below. There are also half lockers available at \$30.00 + HST per academic year; students can share (\$15.00 + HST per student). Small lockers are also available (you provide the lock). These lockers are signed out for a charge of \$5.00 + HST per academic year. Locker sign-up will be in the main foyer on the following dates:

Monday, September 12, 10:30am-11:30am

Tuesday, September 13, 10:30am-11:30am

Applicable taxes extra

****Lockers must be emptied by May 31, 2012****

Locker Security:

- Queen's cannot take responsibility if items are stolen from lockers
- Do not keep ANY valuable belongings in your locker
- If you wish to keep your instrument in your locker, be sure you have it insured

INSTRUMENT RENTALS

A limited number of instruments are available for students to rent. There is a non-refundable cost of \$45.00 + HST per month, \$75.00 + HST per term or \$125.00 + HST per academic year, for each instrument. Students may rent instruments in the following priority:

1. Students enrolled in a MUSC 180 series course (MUSC 180-188)
2. Students enrolled in large ensembles with permission of the ensemble director
3. Students enrolled in applied lessons
4. Conservatory students
5. BMus students wanting to learn a different instrument

Note: If you would like to study a second instrument, please contact the Queen's Conservatory of Music for more information

All instruments are solely for the use of the person signing them out, and cannot be transferred to another individual. Instruments will be available for rent in late September and rental dates will be posted on the door of HLH 123. Rental forms are available through Mike Cassells (HLH 123) or at the Main Office. After the September rental dates, arrangements must be made directly with Mike Cassells.

ELECTRONIC KEYBOARD RENTAL

For any Queen's student or faculty member requesting the use of an electronic keyboard for a non-academic function, please note that the School of Music has one electronic keyboard available. There will be no charge to borrow this electronic keyboard, however, a donation to the School of Music is strongly encouraged. (There is only one electronic keyboard available to borrow, and if it has been signed out there will not be any other instrument available.)

Instructions on borrowing the Electronic Keyboard can be obtained from the Main Office.

NOTE: Students are **fully financially responsible** for repairs, damage or, in case of loss, replacement value. The instrument is not covered by Queen's insurance while in your possession. The instrument **MUST** be covered on either your insurance policy or on your parents' policy.

ASSIGNMENTS

In special circumstances the Main Office will accept student assignments on the instructor's behalf. If you wish the assignment to be date- and time-stamped, you must ask for this.

Ensure that all assignments are handed in to the Main Office **before 4:00pm** and include:

- your name
- student number
- course number
- instructor's name

In special cases when instructors leave assignments for pick-up in the office, it is extremely important that you pick them up immediately. If these articles are not picked up within a certain period of time they will be destroyed.

SPECIAL EXAM ARRANGEMENTS

If you require Special Exam Arrangements for either mid-term or final exams, you must contact Health, Counselling & Disability Services (613-533-6467) to make an appointment, preferably at the beginning of the term. Once your Recommendation for Academic Accommodation form has been approved and completed, remember to give copies to all professors. All students requesting accommodations (new and returning) must register with the Disability Services Office by appointment at the *beginning* of each year.

SOLUS

Please note that it is extremely important that you regularly check your courses on SOLUS to ensure that you are correctly registered. If you add, drop or make changes to a course, you must ensure that these changes are reflected on SOLUS. *Failure to do so can result in financial and academic penalties.*

Students should make sure their current mailing address and phone numbers are kept up to date on SOLUS

QUEEN'S E-MAIL

Use your Queen's student e-mail account (@queensu.ca) to ensure that you will receive important academic, financial and administrative information from the University and the School of Music. To get your e-mail account go to:

<http://www.queensu.ca/its/email.html>

Note: While it is possible to use the "forward" option to send your Queen's e-mail to another e-mail account, be warned that this could cause problems (i.e. with course mailing lists). It is your responsibility to make sure you are receiving course information from your professors.

<http://www.queensu.ca/its/email/faqs.html#one>

HARRISON-LECAINE HALL BUILDING INFORMATION

BUILDING HOURS (September - April):

Monday - Friday:	7:30am - 10:30pm
Saturday:	8:00am - 4:00pm
Sunday:	Building Locked (Access by Proximity Card only, 7:30am - 10:30pm, Bader Lane Entrance)
Statutory & Civic Holidays:	Closed (no access to the building)

Changes to building hours will be posted on the Main Office window

MAIN OFFICE HOURS (September - April):

If the office staff are away at a meeting, etc. special hours will be posted. Spring/Summer office hours will be posted in May. Regular Main Office hours are as follows:

Monday - Friday:	8:30am - 4:30pm (Closed for lunch from 12:00pm - 1:00pm)
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ROOM/BUILDING SECURITY

- With the exception of cubicle practice rooms in the basement, **ALL ROOMS MUST BE LOCKED AT ALL TIMES.**
- Building and room doors **CANNOT BE PROPPED OPEN** at any time.
- **A Note of Caution:** Thefts have been reported on campus. Like all other University buildings, Harrison-LeCaine Hall can be a target. **Do not leave belongings or bags unattended, even in practice rooms.** The School of Music cannot be responsible for lost and stolen articles.
- If you have any Security problems whatsoever (eg. vandalism, theft, etc.), contact **Queen's Security immediately (613-533-6111)**. Also, if you see a suspicious person(s) in the building, please notify the Main Office or Queen's Security. In case of emergency, a direct phone to Security is located in the main foyer by the courtyard entrance. There is also a security button in the basement by Room 124 with direct connection to Campus Security.

CAMPUS SECURITY

Campus Security has an emergency line to handle all on-campus emergency calls. Dial 36111 from any campus phone for the most efficient response time possible.

1. **BLUE EMERGENCY PHONE:** Location – main lobby (Dial 36111 to speak to Campus Security)
2. **EMERGENCY HELP BUTTON:** Location – basement near Room 124
(By pushing this button you are immediately connected to Campus Security – just speak into the box)

You can also let the Main Office (Room 204) know of the emergency and they will contact Campus Security for you immediately.

PROXIMITY CARD ACCESS

- Proximity cards are required to access Harrison-LeCaine Hall on weekends (7:30am-10:30pm) and also certain rooms in HLH (120, 124, 229, 304, EMS and CLAM)
- Request forms for Proximity Cards are available from the Main Office (\$40 fee+ HST, \$25 will be refunded upon return of card and/or keys). Please allow 24 hours for your requests to be processed.
- Readers for proximity cards are situated on the wall outside the rooms. The EMS has special entrance and exit features (see Electroacoustic Music Studio on pg 15). All cards are individually programmed with specific room and time access, and can be reprogrammed depending on access requirements.
- Temporary cards may be issued for HLH 120, 124, 304 (see Practice Room Policy on pg 16 & Student Practice Rooms on pg 17)

KEYS

- Keys are required to access most rooms in Harrison-LeCaine Hall, and the practice rooms in Chown and Watson Halls.
- Request forms for keys are available from the Main Office (\$40 fee + HST, \$25 will be refunded upon return of all keys and/or cards). Please allow 24 hours for your requests to be processed.
- Anyone who wishes to sign out any keys and/or cards for the 2011/2012 academic year will now pay this \$40.00 fee + HST (\$25 will be refunded upon return of all keys), before being able to sign out **any** key or card. This also applies to those using student practice rooms with keys. Please see the main office for more information regarding this new policy and fee.
- Temporary keys may be issued for practice time as noted in the "Practice Room Policy" (see Practice Room Policy & Student Practice Rooms on pg 17)

If you lose a key or prox. card, notify the Main Office immediately by phone or in person. There is a \$25.00 charge for each replacement key or card.

***All keys/cards MUST be returned to the Main Office by May 4, 2012
NO EXCEPTIONS – Students failing to do so will forfeit their deposit.
With the exception of cubicle practice rooms in the basement,
ALL ROOMS MUST BE LOCKED AT ALL TIMES***

LOST AND FOUND

If you have lost anything, please check with the Main Office. Items found will be kept for one academic year (September - May). Unclaimed items will be disposed of. If you find a lost article, please turn it in at the Main Office.

Items of value found by Physical Plant Services will be turned in to Campus Security.

COMPUTER LAB FOR APPLICATIONS IN MUSIC (CLAM), HLH 228

The facilities in CLAM are currently used for the following purposes:

- as a teaching facility for music and multimedia courses
- as a creation and research facility for electroacoustic music and multimedia

Approximately 35% of the total time in CLAM is allocated to structured classroom time and labs; the remaining time is designated for open use by students, staff and faculty.

A Proximity Card is required for access to CLAM (see Proximity Card Access on page 15)

ELECTROACOUSTIC MUSIC STUDIO (EMS), HLH 127

- Access to this room is restricted to students taking Electroacoustic Composition courses.
- A Proximity Card is required to enter and exit the main door. You must swipe to get into the studio and again when you leave. Even if you leave with another person, you must swipe your card to register your exit.
- **In the event that you are leaving after building hours, swipe your card and pull the door.

The EMS Assistant for 2011/2012 is Zach Clarke (7zmc@queensu.ca)

NOTE: Harrison-LeCaine Hall closes at 10:30pm (or posted special holiday times)

If you happen to be in the CLAM or EMS after that time and leave the room, you will not be able to get back in, as your card will not work after posted building hours

PRACTICE ROOM POLICY

For security reasons, avoidance of scheduling conflicts and to ensure music students are best served, everyone requiring a room must follow proper sign-out procedures posted at the Main Office.

1. **Queen's students taking applied lessons (MUSC 121-421, 124-424), composition lessons (MUSC 351-355, 451-455) or involved in a School of Music ensemble** are entitled to ten (10) hours total of practice time per week in piano practice rooms, however you must sign up for this in advance (using the online system or at the Main Office).
2. **Double credit applied students (MUSC 120/5-420/5)** are allowed an additional five (5) hours of practice time per week, for a total of 15 hours a week. These can be permanent bookings after all courses and ensembles have been scheduled, however, no more than two hours can be booked for one time slot. Rooms available include: 120, 121, 124, 213, 223 and 225 (piano performance majors may also permanently book the other grand piano rooms 226, 227, 308, 312 and 316). End of year recital rehearsal time is to be booked according to the recital policy (usually distributed in February).
3. **Unspecified Chamber Ensembles (MUSC 263-463)** must book one (1) hour of permanent practice time per week. Further hours may be booked at the discretion of the faculty adviser/area coordinator and sign out is done on a first-come-first-served basis on the day of use. Rooms available include: 121, 124, 213, 223 and 225 (ensembles with piano may also book the other grand piano rooms 308, 312 and 316).
4. **Queen's Student Opera (QSOC)** should book at the JDUC and MacGillivray-Brown before booking at the School of Music. However, if needed, QSOC may reserve rehearsal time in Harrison-LeCaine Hall with the permission of the Director and/or the Administrative Assistant. Permanent bookings may be made after the scheduling of ALL School of Music courses and ensemble rehearsals. Keys/cards must be picked up on the day of use (Fridays for weekend rehearsals) and returned immediately after use. Rooms available include: 120 and 121.
5. **Queen's students not taking applied lessons or involved in an ensemble** may use practice rooms if they are not in use. Practice rooms are booked on the half-hour and if the room is empty at 20 minutes before the hour then anyone can use the room. It is possible to rent a key to Chown & Watson Halls. The JDUC offers some rooms with pianos.

The following rooms are booked online on the half-hour, if empty at 20 minutes before the hour then anyone with access can use the room!

- HLH 101-114
- Chown Hall
- Watson Hall

IF A ROOM IS REQUIRED FOR UNIVERSITY TEACHING AND/OR FOR A SCHOOL OF MUSIC RELATED ACTIVITY, THIS WILL TAKE PRIORITY OVER STUDENT BOOKINGS. EVERY EFFORT WILL BE MADE TO MAKE ALTERNATE ARRANGEMENTS. STUDENTS WITH PERMANENT BOOKINGS WILL BE CONTACTED.

STUDENT PRACTICE ROOMS

UPRIGHT PIANO PRACTICE ROOMS:

- a) **Basement of Harrison-LeCaine Hall (rooms 101-114):** Students are able to sign up for these rooms online (see procedure below).
- b) **Chown Hall:** There are six (6) practice rooms in the basement of Chown Hall. If you would like access to these rooms, you must obtain a key from the Main Office. Students are able to sign up for these rooms online.
- c) **Watson Hall:** There are three (3) practice rooms in the basement of Watson Hall. If you would like access to these rooms, you must obtain a key from the Main Office. Students are able to sign up for these rooms online.
- d) **Rooms 121, 223, 306:** These rooms are mainly used for Applied Lessons and Veena Instruction. Students may book these rooms for Unspecified Chamber Ensembles, Veena and large instrument practice. Times must be booked and keys signed out through the Main Office. Room 121 is also used for large instrument storage. Room 223 has a computer capable of playing SmartMusic Accompaniments and recording capabilities. Room 306 also has a harpsichord.

ONLINE PRACTICE ROOM BOOKING PROCEDURE:

1. Login to the MyQueen's Portal using your Net ID and Password <https://portal.queensu.ca/portal/dt>
2. Click on the "My Studies" tab at the top
3. You should view a "Music Room Booking" channel, click on "Room Booking"
4. A new window will launch the "Queen's University - School of Music Online Practice Room Booking"
5. Click the "Search and Book" option and it will bring you to the "Search for a practice room" screen
6. Select a room, Select a start date and time, Select an end date and time
7. Click on "Check Availability" and a list of times available will be shown
8. Click "Book" next to the time slot you wish to book
9. Click on "My Bookings" at the top of the page and a list of times and rooms you have booked will be shown
10. Click "Delete" next to the time slot you wish to delete

GRAND PIANO PRACTICE ROOMS (PIANO MAJORS):

These rooms are booked on a daily basis through the Main Office. (Piano performance majors may have permanent bookings after all courses and ensembles have been scheduled.) Keys are signed out on the day of and must be returned immediately after each use. **PLEASE NOTE:** Students can only sign up for practice rooms from 10:00am-12:00pm (noon) daily. Students will be unable to book grand piano rooms until all previous keys signed out have been returned. There are time limits for practice times in these rooms, and sign out is done on from 8:30am-9:30am, 11:00am-12:00pm (noon) and 2:30-3:30pm on the day of use. There will be a \$40 + HST deposit paid at the start of the academic year for students wishing to sign out grand piano practice rooms (see pg. 15 or Main Office window for more details about this)

The following grand piano rooms are available for student booking:

HLH 124*, 213*, 226, 227, 308, 312, 316 (specific rooms available for signing out are subject to change)

*124 and 213 can only be booked for use during office hours

Time limits: These times are part of the 10 hours a week practice time (time limits are subject to change):

MUSC 121/124/221/224 – maximum one hour per day** MUSC 321/324/421/424 – maximum two hours per day**

SPECIAL PRACTICE ROOMS:

- a) **Organ Room:** The student organ is located in the Early Music Instrument Room (see point b below). Organ students may have access to the organ in Grant Hall when the School of Music has the building booked for ensemble rehearsals and concerts. Arrangements should be made through the Main Office.
- b) **Early Music Instrument Room:** Students taking organ or harpsichord lessons, or in the Gamba group, are permitted to use during office hours only. Room 304 must be booked on a daily basis through the Main Office with permission from the Director of the School of Music.
- c) **Percussion Room:** Percussion students may obtain a key to room 115 with permission of the Percussion Instructor, Greg Runions, at runionsg@queensu.ca (see Key information on page 15)

BUILDING EMERGENCY PROCEDURES

FIRE RELATED EMERGENCIES

When the Fire Alarm sounds, exit the building BY THE NEAREST SAFE EXIT quickly and carefully. DO NOT RUN.

The two most common exits are:

1. *Primary Exit – door facing Bader Lane*
2. *Secondary Exit – door facing courtyard and Mac-Corry*

After exiting the building, go directly to the Official Congregation Area, which is the front lawn of Harrison-LeCaine Hall on Bader Lane.

IF YOU SEE FIRE/FLAMES DO THE FOLLOWING:

1. **SHOUT** - FIRE FIRE FIRE. DO NOT attempt to EXTINGUISH a fire if you cannot do it safely
2. **VACATE** - fire area and CLOSE doors
3. **PULL** - nearest wall-mounted Fire Alarm Station
4. **EVACUATE** - building
5. **TELEPHONE** - Emergency Report Centre (533-6111) from outside of the building
6. **REMAIN** - nearby to notify the Fire Department of the fire location

REMEMBER: If you smell smoke or fumes of undetermined origin, report them to 613-533-6111 OR go to the Main Office (rm 204)

HEALTH INFORMATION

FIRST AID KIT LOCATED IN THE MAIN OFFICE

Let's all stay healthy, especially as flu season approaches. Please wash your hands and cover your cough. There are hand sanitization stations located at each entrance, please feel free to use these stations.

ALLERGIES

It is your responsibility to notify the office of all pertinent allergies or sensitivities you have so we may make the appropriate accommodations.

If you do have a severe allergy, please carry the appropriate devices (ie. epipen) with you and know how to use them. Also, be aware of your surroundings.

Please be aware that others might have allergies as well. If you are eating nuts or fruit or like to wear perfumes or colognes, please ask if it will affect anyone around you.

NOTICE BOARDS IN HARRISON-LECAINE HALL

• Bulletin Boards:

- General Advertisements: near each set of doors to the Main Foyer
 - First Year: across from Main Office
 - DSC: near courtyard entrance
 - QUSMEA: Bader Lane entrance
 - QSOC: in lounge area by the couches
 - Ensembles: courtyard entrance, beside the Coke machine
 - Applied Study/Performance: courtyard entrance, beside room 214
 - Piano (Keyboard): next to room 226
 - Faculty/Staff Notices: across from the Main Office and beside room 214
 - Employment Opportunities: near the elevator
 - Scholarships/Competitions: in the lounge area, beside room 210
 - Conservatory: in the lounge area, beside the payphone
- **Student Blackboard:** The student blackboard in the main foyer, by the couches is for students' messages to one another. Remember to erase your messages as you read them.
 - **Faculty/Staff Blackboards** (across from the Main Office): These boards are reserved for messages to students from faculty and staff. Check them regularly and erase your messages as you read them.
 - **Office Window:** Faculty office hours, contact information, practice room policy and other important notices are posted on the office window.
 - **Student Mail Cart:** Located outside the Main Office, for student mail. Please do not leave anything valuable on the cart (CDs, cheques, etc.), as the University cannot accept responsibility for their safety. Mail for faculty and staff should NOT be left on the mail cart, this can be handed in to the Main Office. Please check the mail cart often!
 - **School of Music E-Mail Lists:** There are a number of listserves created by the School of Music for students in the BMus program, years 1 through 4, BA Music students and students taking MUSC x24. Students with Queen's e-mail addresses will automatically be added to the list for their respective year/program. Be sure to check your Queen's e-mail regularly. (see Queen's E-Mail information on page 13)

MAIN OFFICE NOTES

1. A First Aid Kit is located in the Main Office
2. Blank timetables are available at the Main Office to help with your scheduling
3. A copy of the current Faculty of Arts & Science Calendar is available at the Main Office
4. A supply of paper clips, a stapler and a 3-hole punch are accessible to students
5. Students do not have access to a photocopier or printer in the Main Office
6. Lost and Found is located at the Main Office
7. The following forms are available at the Main Office:
 - Academic Change Form
 - Applied Music Repertoire List
 - Chamber Ensemble Application
 - Concerto/Aria Competition Application
 - Directed Special Study Application
 - Double Credit Applied Application
 - Instrument Rental Form
 - Key/Proximity Card Sign Out and Permission Forms
 - Locker Rental Form
 - Mandatory Concert Submission Sheet
 - MUSC 124 Application
 - Recording Request Form

QUEEN'S CONSERVATORY OF MUSIC



Since its inception in September 2007, Queen's Conservatory of Music (QCM) has quickly developed into a vibrant centre for anyone who has a passion for music. Housed in Queen's School of Music, QCM offers a wide range of educational opportunities to people from both Queen's and the greater Kingston community: children can discover music's "building blocks", teens can develop the necessary tools to pursue careers in music, and adults can enrich their lives through active musical learning.

From private lessons to group courses, ensembles, workshops and performance opportunities, we are dedicated to providing the highest level of music education to musicians of all ages in a non-university credit setting.

What is offered?

Current offerings for the 2011-2012 season include private lessons on various instruments, and the following group classes and ensembles. Visit www.queensu.ca/qcm for more details.

- Guitar Ensemble – Thursday 7-8.30pm with Jeff Hanlon
- Chamber Music Ensembles – various times and instructors
- Group Vocal Technique: Master Class Sessions –Monday 7-9pm with Marie Anderson
- Theory: Introduction to Music Rudiments – Thursday 4.30-5.30pm with John Palmer (Fall only)
- Theory: Intermediate Rudiments – Thursday 4.30-5.30 with John Palmer (Winter only)
- Theory: Advanced Rudiments – Saturday 11am-12.15pm with Maria Rost (Winter only)
- Theory: Basic Harmony – Saturday 10-11am with Maria Rost
- Stringtown Orchestra: Thursday 7.30-9pm with Don Dawson
- Cello Orchestra: Saturday 10am-12pm with Wolf Tormann (Winter only)
- Yamaha Junior Music Course I: Thursday 4.30-5.30pm with Barbara Bolte
Saturday 10-11am with Saki Uchida
- Yamaha Junior Music Course II: Saturday 11am-12pm with Saki Uchida
- Beginner Violin for Adults: Tuesdays 5-6.30pm with Gisele Dalbec-Szczesniak
- Piano Club - Thursdays 1.30-2:30pm with Barbara Bolte

What is the structure of the Program?

- Fall Term: 14 weeks (Monday 12 September – Saturday 17 December)
- Winter Term: 14 weeks (Monday 9 January – Sunday 22 April)
- Spring Term: 10 weeks (Monday 23 April – Saturday 30 June)

For a list of QCM observed holiday periods check our website (private instructors may schedule teaching during these times at their discretion).

Options for Private Lesson Plans (academic students)

- Academic Year Plan
 - This 23-lesson plan offers 23 lessons over the Fall and Winter terms, and would suit academic students in University, College or high school, who wish to have lessons concurrently with their studies. This schedule follows that of MUSC 124 but does not have a jury evaluation. It is not for University credit. Lessons take place during teaching weeks at Queen's.

What are the Fees?

- Registration fee: \$40, payable at commencement of instruction for all students other than those taking single lessons, and is in effect between September 2011-August 2012. It applies to any Conservatory offering and is payable once annually per family.
- Accompanist fee: \$35. This is an optional annual fee available to students taking private lessons on instruments other than piano or guitar. The subsidized rate provides students with the opportunity to work with a Conservatory accompanist for recitals/workshops that are organized by us through the year.
- Private Lesson fee (regular tuition): \$45-73 hour. Rates vary per instructor. Contact the Queen's Conservatory for more details.
- Group class and ensemble fees: check our website.
- For students who register for 3 or more QCM activities in the 11/12 season, a 25% discount will apply to the 3rd and subsequent course fees (excluding private lessons) at the time of registration. This cannot be applied retroactively.

Payment Options

Private lessons may be paid in one single payment at the beginning of the year in term payment or in monthly installments (\$4/month processing fee). Group classes and ensembles require payment in full prior to commencement of instruction.

We accept debit, VISA or MasterCard (\$4 service charge on additional payments), cash, cheque or money order (made payable to Queen's Conservatory of Music). Monthly and term instalments must be made by VISA, MasterCard, or post-dated cheques.

Performance Opportunities

QCM will organize and present performance opportunities throughout the 11/12 season. These will vary between recital and master-class/workshop format, providing the opportunity for students to both perform and receive feedback from specialists. Students are also welcome to attend visiting artist events and the Colloquium Series hosted by Queen's School of Music. Information about these events will be available on our website.

Further Information:

For further information contact Karma Tomm, Director, or Clare Gordon, Conservatory Assistant:

- Tel: 613-533-2934
- music.conservatory@queensu.ca
- www.queensu.ca/qcm

STUDENT VOLUNTEER PROCEDURES

Music students who are interested in completing music-related volunteer work in public, private or separate schools must contact the Coordinator of Music Education, Dr Frederickson, before making contact with any school. This includes volunteering in the student's hometown. Then, student and teacher requests must be submitted to and approved by the appropriate School Board Office. Volunteer placements must be approved by the Coordinator of Music Education at Queen's University.

Requests for volunteers for Providence Manor or other retirement homes, etc. are also arranged through the Coordinator of Music Education.

STUDENTS WHO WISH TO PERFORM AT QUEEN'S

The School of Music often receives requests for student musicians to perform at various university functions. This is an excellent opportunity for students to perform for an audience, earn extra money, and help promote the School of Music. Students or groups wishing to perform at such functions must speak to the appropriate Instructor and Area Coordinator. Once approval has been granted, contact Shirley Roth in the Main Office ASAP.

STUDENTS WHO WISH TO PERFORM IN THE KINGSTON COMMUNITY

The School of Music often receives requests for student musicians to perform at various functions within the Kingston Community (such as weddings, etc.). Students or groups wishing to perform at such functions must obtain approval from the appropriate Instructor and Area Coordinator. Once approval has been granted, contact Kim Ison in the Main Office ASAP.

MOSAIC CONCERTS

The School of Music hosts the MOSAIC concert series which consists of approximately four concerts per academic year. The purpose of the Mosaic concert series is to feature both Queen's student and faculty composers' compositions. This venue provides an excellent opportunity for students enrolled in electroacoustic composition courses to present their works to a larger audience. The concert series also provides students the opportunity to learn more about the technical processes involved in setting up for and performing electroacoustic compositions in a concert venue.

QUEEN'S UNIVERSITY PERFORMING ARTS OFFICE (PAO)



The PAO offers a series of concerts with international and Canadian artists at affordable prices. For further information contact the PAO office at 613-533-2558 or check their website <http://www.queensu.ca/pao/>

Do you enjoy Music, Dance, Theatre, or are perhaps interested in knowing what takes place behind the scenes before the music and dance begins? If you answered yes to any of these questions give the PAO a call. There are opportunities in promotion, production and hospitality. In return you have the opportunity to meet and enjoy some of the world's finest artists.

KINGSTON SYMPHONY ASSOCIATION (KSA)



The KSA invites Queen's students to attend Symphony Concerts for a special discount rate. Simply show your student card when you purchase your ticket at the Grand Theatre Box Office. <http://www.kingstonsymphony.on.ca/>

The Kingston Symphony's Backstage Pass Program is for anyone between the ages of 16 and 30 years. You can experience high quality live music performed by the Kingston Symphony for only \$10. Become a member free of charge. As a member, you will not only have access to lower priced concert tickets, but also have opportunities to learn more about music in a number of innovative ways.

CANTABILE CHOIRS



There are currently eight choirs in the Cantabile organization, which totals almost 250 singers (Training Choir, Children's Choir, Girls' Choir, Young Men's Chorus, Madrigal Singers, Youth Singers, Men's Chorus and Women's Chorus). From the beginning, Cantabile has provided musical education for choristers and audiences through a high standard of performance of quality choral literature. Cantabile's repertoire ranges from the Baroque to Broadway, including folksongs from across the globe, and contemporary Canadian works. Cantabile's choral season of several theme concerts, that often include invited guests, attracts a sell-out audience in their performance home, Sydenham Street United Church. Tickets can be purchased at the Grand Theatre Box Office. <http://cantabile.kingston.net/>

GRAND THEATRE BOX OFFICE

Kingston's Civic Performing Arts Centre Est. 1879

Box Office: 218 Princess Street

Hours of Operation:

Noon - 6:00pm Monday - Saturday

Noon - 8:00pm performance days, 2

2 hours prior to performance on Sundays and Holidays

Phone: (613) 530-2050 E-mail: grandtheatre2@cityofkingston.ca

www.kingstongrand.ca

ACCESS TO COMPUTERS AND PHOTOCOPIERS ON CAMPUS

The Main Office is unable to allow students the use of the photocopier or printers

Computers (computing site details and information on printing is listed at <http://www.queensu.ca/its/sites.html>):

- Biosciences 2306
- Stauffer Library
- Jeffery Hall 155/157
- Kingston 313
- Mackintosh-Corry B111
- Mackintosh-Corry E208
- Mackintosh-Corry E209
- Theological 115
- Biosciences Web Kiosks
- Chernoff Web Kiosks
- JDUC Common Ground Area Web Kiosks
- JDUC Main Floor Web Kiosks
- Mackintosh-Corry Web Kiosks
- Harrison-LeCaine Web Kiosk

Photocopiers:

Self-serve, black/white photocopiers are located in each campus library (including the Music Library in Douglas), all with a copy charge of 11¢ per page. One colour photocopier is located in the Stauffer Library Art Collection on the Library's 2nd Floor and the charge is 60¢ per 8 ½ x 11 page and \$1.20 per 11x17.

P&CC (JDUC, lower ceiling) offers the following services:

- Self-Serve Photocopying
- Self-Serve Computer
- High Speed Black & White Photocopying & Printing
- Colour Copying & Printing
- Binding
- Laminating
- Faxing
- Scanning
- Courseware
- Exambank Printouts
- Custom Graphic Design
- Ink Cartridge Refills
- Wide Format Printing

Mac-Corry has a coin-operated photocopier along the main hallway, cost is 10¢ per page.

Photocopy Cards:

Photocopiers, laser printers and microform printers all require the use of a "copy card" for payment. The copy card costs \$5.00 to purchase. This cost includes \$1.00 for the cost of the card and \$4.00 worth of copying. Copy cards can be purchased at Self-serve copy card dispensers located next to the Circulation Desk (you MUST have a \$5.00 bill to purchase a copy card using the dispensers) or at the Circulation Desk during regular business hours (copy cards can be purchased using cash, debit card or credit card).

Value can be added to a copy card as needed at:

1. Self-serve copy card dispensers located next to the Circulation Desk (you MUST have a \$5, \$10 or \$20 bill to use these machines. The card dispensers do not give change!)
2. Self-serve copy card value-adder station located next to the Circulation Desk (using a debit card)
3. Circulation Desk during regular business hours (any value can be added to a copy card using cash, debit card or credit card)

MUSIC LIBRARY

The WD Jordan Special Collections and Music Library is located on Level 6 (2nd Floor) of Douglas Library. Facilities include the Graham George Seminar room (a fully-equipped audio-visual classroom with piano), seventeen listening stations offering CD, LP, tape and DAT playback, two video stations, and two small group listening/study rooms, complete with audio-visual equipment. <http://library.queensu.ca/webmus/>

Prior to and during the exam period, library hours will be extended and posted. Regular library hours are as follows:

- Monday-Thursday: 9:00am - 9:00pm
- Friday: 9:00am - 5:00pm
- Saturday: 10:00am - 5:00pm
- Sunday: 1:00pm - 5:00pm

THE CAMPUS BOOKSTORE

Music supplies such as staff paper, CDs, cassette tapes, DAT tapes, batons and textbooks may be purchased at the Campus Bookstore in Clark Hall. The Bookstore also has a complete listing of book requirements for Queen's University courses, which can be found online at: <http://www.bookstore.queensu.ca/>

STARTING YOUR OWN MUSIC LIBRARY

- During your time at Queen's you will study and perform a large quantity of music, especially if you are enrolled in the applied music courses in all four years. While it may seem easier and cheaper to simply make photocopies of the pieces you are learning, purchasing published scores of your repertoire will, in the long run, make you a better and more knowledgeable musician. Photocopying a piece rather than purchasing it is not legal.
- Buying a complete volume of piano sonatas or art songs for example, even though you are only studying a small portion of the volume, will allow you to sight read the other music in the volume easily and efficiently, thereby gaining a broader understanding of the composer or genre.
- Also, should you decide to perform a work in a competition or music festival, you need to be aware that virtually all competitions will not accept photocopied music.
- Finally, many musicians find themselves in a position of teaching private voice or instrument lessons at some point in their career and having a music library of your own will give you immediate access to repertoire that you can use in teaching situations.
- The following is a small list of stores from which sheet music and supplies can be ordered:

Kingston:

Renaissance Music 613-384-9225 www.renaissance-music.com 1057 Midland Ave
(near Cataraqui Centre)

Toronto:

Long and McQuade 416-588-7886 www.long-mcquade.com
Remenyi Music Store 1-800-667-6925 www.remenyi.com

Ottawa:

The Leading Note 1-866-569-7888 www.leadingnote.com

HELPFUL CONTACT INFORMATION

Emergency

On-campus	36111
Off-campus	911

School of Music (Main Office)	613-533-2066	204 Harrison-LeCaine
Conservatory	613-533-2934	207 Harrison-LeCaine

Queen's University

Main Line (extension required)	613-533-6000	
Campus Security	613-533-6733	202 Fleming/Jemmett
Human Rights Office	613-533-6886	A320 Mackintosh-Corry
Student Health	613-533-2506	145 LaSalle
Student Counselling Services	613-533-2506	233 LaSalle
WalkHome Service	613-533-9225	AMS, JDUC
Performing Arts Office (PAO)	613-533-2558	144 JDUC
IT Support Centre	613-533-6666	QLC Info Desk Stauffer Library
Campus Computer Service	613-533-2054	QLC Info Desk Stauffer Library
Campus Computer Sales	613-533-2058	G30 Dupuis

Outside Music Numbers

Renaissance Music	613-384-9225	1057 Midland Ave
Centre Stage Music	613-547-2469	1095 Princess Street
Grand Theatre Box Office	613-530-2050	218 Princess Street
Kingston Symphony (KSA)	613-546-9729	11 Princess St (Suite 206)
Kingston Musicians Union	613-542-3732	654 Rogers Side Road

WEBSITES

School of Music	http://www.queensu.ca/music
Queen's University Homepage	http://www.queensu.ca/
Music Library	http://library.queensu.ca/webmus/sc/
Events Calendars	http://eventscalendar.queensu.ca/ http://www.queensmusic.ca/music/?q=events/calendar
Kingston Symphony (KSA)	http://www.kingstonsymphony.on.ca/
Performing Arts Office (PAO)	http://www.queensu.ca/pao/
Grand Theatre	http://www.kingstongrand.ca
Kingston Musicians Union	http://www.kingstonmusicians.org
ITS Services for Students	http://www.queensu.ca/its/start/student.html
ITS Computing Sites	http://www.queensu.ca/its/sites.html
Queen's Policies (Code of Conduct)	http://www.queensu.ca/security/policies.html
MyQueen's Portal	https://portal.queensu.ca/portal/dt

QUEEN'S UNIVERSITY ACRONYMS

- A&S - Faculty of Arts and Science
- BA(H) - Bachelor of Arts (Honours)
- BCMPH - Bachelor of Computing (Honours)
- BMus - Bachelor of Music
- BMus/BEEd - Concurrent Bachelor of Music and Bachelor of Education
- BSc(H) - Bachelor of Science (Honours)
- CLAM - Computer Lab for Applications in Music
- COCA - Computing and the Creative Arts
- CUS - Chair of Undergraduate Studies
- DCA - Double Credit Applied (MUSC x20/x25)
- DSC - Departmental Student Council
- EMS - Electroacoustic Music Studios
- F - Fall term (September-December)
- FAS - Faculty Artist Series
- FW - Fall/Winter term (September-April)
- HLH - Harrison-LeCaine Hall
- HR - Human Resources
- ISC - International Study Centre, Herstmonceux Castle in England
- ITS - Information Technology Services
- JDUC - John Deutsch University Centre
- KSA - Kingston Symphony Association
- LOP - letter of permission
- MAJ - major concentration
- MCA - mandatory concert attendance
- MED - medial concentration
- MIN - minor concentration
- MJM - major/minor concentration
- MUSC - course and subject code for music
- N - Spring term (May-June)
- OUF - Ontario University Fair (in Toronto)
- OUR - Office of the University Registrar
- PAO - Performing Arts Office
- QCARD - Queen's Computerized Access and Registration Database
- QCM - Queen's Conservatory of Music
- QMT - Queen's Musical Theatre
- QSOC - Queen's Student Opera Company
- QUFA - Queen's Faculty Association
- QUSA - Queen's University Staff Association
- QUSMEA - Queen's University Student Music Educators Association
- RCM - Royal Conservatory of Music (Toronto)
- SEEDS - Seven-Eight Enrichment Day Studies
- SOAR - Summer Orientation and Registration for 1st year A&S students only
- SPF - special field concentration
- USAT - University Survey of Student Assessment of Teaching
- W - Winter term (January-April)
- WAT - Watson Hall
- X - on-campus evening course
- ZASC - Non Degree - Arts & Science
- ZBASC - Post Degree - Arts & Science

QUEEN'S BUILDING CODES

ABR	Abramsky Hall
ART	Agnes Etherington Art Centre
BIO	Biosciences Complex
BOT	Botterell Hall
BRU	Bruce Wing of Miller Hall
CAR	Carruthers Hall
CAT	Cataraqui Building
CHE	Chernoff Hall
CRA	Craine Building
DMH	Duncan McArthur Hall
DOU	Douglas Library
DUN	Dunning Hall
DUP	Dupuis Hall
ELL	Ellis Hall
ETH	Etherington Hall
FIL	Film House
FLE	Fleming Hall
FLJ	Fleming Hall, Jemmet Wing
G-A	Gordon Annex
GOO	Goodwin Hall
GDS	Goodes Hall
GOR	Gordon Hall
GRA	Grant Hall
H-L	Harrison-LeCaine Hall
HUM	Humphrey Hall

ILC	Integrated Learning Centre, Beamish Monro Hall
JAC	Jackson Hall
JEF	Jeffery Hall
JEM	Jemmett Wing of Fleming Hall
JHA	Jock Harty Arena
KIN	Kingston Hall
LDA	Louise D. Acton Building
M-C	Mackintosh-Corry Hall
MAC	Macdonald Hall
MCL	McLaughlin Hall
MIL	Miller Hall
NIC	Nicol Hall
O-M	Old Medical Building
ONT	Ontario Hall
PEC	Physical Education Centre
P-	Private Exam at specified location
POL	Policy Studies Building
R-L	Richardson Laboratory
S-P	Stewart-Pollock Wing
STI	Stirling Hall
SUM	Summerhill
TBA	To Be Announced
THE	Theological Hall
WAT	John Watson Hall
WLH	Walter Light Hall