



STUDENT HANDBOOK
2025-2026

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Advising

Viterbo University has a dual advising model. Each student is assigned an academic advisor and a faculty advisor. The academic advisor is the primary point of reference in the first two years and will assist with registration and graduation planning. The faculty advisor is a professor in your department and will assist with registration for upper-level courses. They also assist with career planning and networking.

Advisee Responsibilities

- Develop a personal relationship with your academic and faculty advisors.
- Assume responsibility in consultation with your advisor for being knowledgeable about degree requirements and your progress toward completion of a degree.
- Complete your four-year graduation plan in Student Planning before the end of your first year.
- Meet with your advisors during the semester and especially at registration time.
- Gather all relevant decision-making information regarding career and/or academic decisions.
- Provide your advisors with current information about your needs and interests.
- Attend classes and be actively involved in the learning process.
- Use campus resources for your intellectual, personal, and spiritual growth.

Student Concerns

Procedural Norms for Student Academic Appeals

In accordance with procedures set forth in the [Viterbo Academic Regulations and Policies](#), students may appeal any decision for breach of academic honesty to the University Board of Review. In any appeal case the breach of the academic policy itself takes precedence over the sanction given for the violation. Please review the documentation found within the [Academic Regulations and Policies web page](#) for any student concerns.

Applied Music Policy & Jury Requirements

Any student wishing to register for applied music lessons should first contact the instructor. If a student is taking one-half credit of applied lessons, he/she must fulfill a minimum of 12 half periods (25 minutes) in order to satisfy the credit requirement for the semester. If a student is taking one credit of applied lessons, he/she/they must fulfill a minimum of 12 full periods (50 minutes) in order to satisfy the credit requirement for the semester. Any lessons that are given over the minimum are done at the discretion of the instructor. This policy considers vacation time, illness, and other official changes to the Viterbo calendar.

The following policies apply to students studying applied music.

- All students taking MUVO/MUPI 171/371 and MUVO/MUPI 168/368 applied lessons are required to perform a jury at the end of the semester except the semester when they are registered for MUSC 425 and/or 429 (student teaching) or when they have presented at least a half recital during the semester. Juries are held during finals week and sign-up

sheets will be posted at least one week before juries.

- All applied students are required to attend a weekly studio class. See applied teacher for more information.
- To change applied teachers, students must send a written request to the Music Department chair or their advisor.
- In each applied area, students may only study with one teacher per semester.
- All music majors must register for Concert Choir during each semester of enrollment. If below 18 credit hours, register for credit; if at or above 18 credit hours, please register for 0 credits.
- All music majors are required to attend Forum on Thursdays from 1:00-1:50 p.m. each week of the semester. Attendance is mandatory and recorded.

Applied Voice Jury Requirements

All voice jury selections should be memorized except where standard performance practice dictates otherwise. Selections can be art songs, arias, musical theatre songs, or other songs related to the singer's area of study

B.M. – Voice Performance Concentration

- First-year and Sophomore – 2 contrasting selections
- Performance Hearing (end of sophomore year) – 4 to 5 selections
- Junior and Senior – 3 selections (or equivalent)

B.M. – Music Education Concentration

- One-credit: 2 selections
- Half credit: 1 selection

B.M. – Music

- One-credit: 2 selections
- Half credit: 1 selection

Applied Piano Jury Requirements

HALF-CREDIT STUDENTS:

- Prepare one memorized repertoire piece
- Scales and arpeggios as assigned by the instructor

ONE CREDIT STUDENTS:

- Prepare two memorized repertoire pieces
- Scales and arpeggios as assigned by the instructor

Health, Safety, & Injury Prevention

Health, Safety, and Injury Prevention

Students enrolled in music unit programs and faculty and staff with employment status in the music unit must be provided basic information about the maintenance of health and safety within the contexts of practice, performance, teaching, and listening. For music majors and music

faculty and staff, general topics include, but are not limited to, basic information regarding the maintenance of hearing, vocal, and musculoskeletal health and injury prevention. They also include instruction on the use, proper handling, and operation of potentially dangerous materials, equipment, and technology as applicable to specific program offerings or experiences. Beyond the provision of basic general information, and the identification of available resources, decisions regarding topic areas and breadth and depth are made by the institution, and normally are correlated with the nature, content, and requirements of specific areas of specialization or specific courses of study.

For non-majors enrolled in courses offered by the music unit, including performing ensembles, or other curricular offerings of the music unit, topics chosen in addition to the maintenance of hearing health are directly related to health and safety issues associated with their specific area of study or activity in music. Music program policies, protocols, and operations must reflect attention to maintenance of health and injury prevention and to the relationships among: the health and safety of musicians; suitable choices of equipment and technology for various specific purposes; appropriate and safe operation of equipment and technology; and the acoustic and other conditions associated with health and safety in practice, rehearsal, performance, and facilities.

Specific methods of providing information and addressing injury prevention, technology, and facilities are the prerogative and responsibility of the institution.

Learning Outcomes

The B.M. program and its concentrations were designed and are assessed according to the following learning outcomes:

OUTCOME: Performance

Demonstrate performance skills requisite for artistic self-expression in at least one major performance area and proficiency in keyboard, sight reading, and conducting.

1. Demonstrate skills requisite for artistic self-expression in at least one major performance area.
2. Effectively perform a cross-section of repertoire in the major performance area.
3. Read at sight with fluency.
4. Demonstrate artistic, technical, collaborative, and leadership skills in a variety of music contexts.
5. Work independently as musicians.
6. Conduct as appropriate to the degree program.
7. Demonstrate keyboard proficiency.
8. Pronounce, translate, and phonetically transcribe the Romance languages.
9. Develop heightened aesthetic sensitivity.

OUTCOME: Theory

Understand and employ the common elements and organizational patterns of music through

analysis, arrangement, composition, and improvisation.

1. Understand and employ the common elements and organizational patterns of music through aural, verbal, and visual analyses.
2. Analyze and interpret a musical score.
3. Create original music and arrangements.
4. Improvise in one or more musical languages.

OUTCOME: History

Distinguish the major eras, composers and genres of music history and literature within broad historical, cultural, and stylistic contexts.

1. Distinguish the major eras of music history.
2. Place music in historical, cultural, and stylistic contexts.
3. Recognize and perform music from various cultures of the world and music of today.
4. Form and defend value judgments about music.

OUTCOME: Teaching

Apply knowledge of current teaching methods, materials, and technology to individual and group instruction in voice or piano.

Studio and Classroom* Teaching

1. *Apply knowledge of current learning theories, teaching methods, materials, and technology to K-12 music teaching, classroom management, and curriculum planning.
2. Apply technology to the field of music.
3. Conduct accurate and musically expressive performances.
4. *Re-voice and adapt music to suit the needs and ability levels in K-12 settings.
5. *Perform on classroom instruments appropriate to the student's teaching specialization.
6. *Integrate analytical skills and historical knowledge into the K-12 curriculum.
7. Explore the voice as an instrument and integrate various pedagogical approaches to performing and teaching.
8. *Effectively manage K-12 classroom settings and create a positive learning environment.
9. Understand child growth and development and apply principles of learning as they relate to music.
10. *Utilize current music education methods and materials.
11. Plan educational programs based on personal assessment of specific teaching situations.

Refer to subheadings for courses that fulfill specific student learning outcomes.

Classroom Policies

General Class Conduct

- Come to class prepared and on time. Have all required materials in hand and be ready to participate!
- Use the bathroom before you come to class. It is disruptive to get up in the middle of class and just leave without explanation. Kindly ask if it's an emergency.
- Use computers and phones as learning aids, only. (See Electronic Devices Policy below.)
- Refrain from doing homework during class time, especially if it's for another class.
- Be respectful of other classmates and the instructor. Don't talk to other classmates while the teacher or another student has the floor. Raise your hand if you have something to add.
- Leave the classroom space as you found it. Leave no trace!

Electronic Devices Policy

At the Conservatory for the Performing Arts, we are dedicated to creating a learning environment that promotes focus, creativity, and mutual respect. To nurture each student's artistic development and maintain the integrity of our learning space, we kindly ask:

- All electronic devices must be turned off or set to silent before entering any classroom, studio, rehearsal space, and backstage area. Faculty members and staff may allow devices to remain on with approval for specific activities.
- Unauthorized use of electronic devices during class is prohibited. Students who violate this policy will:
 1. Receive a verbal warning on the first offense.
 2. Face further consequences (e.g., loss of participation credit, dismissal from class, or referral to the Student Conduct Office) if the behavior continues.

Emergency Exceptions:

We understand that urgent personal situations may occasionally arise. To respect both individual needs and the group learning space:

- If you expect an emergency message or call, please notify your instructor before class begins. You do not need to share specifics.
- Devices must remain on silent or vibrate and be kept out of sight.
- If a call or message requires your attention, quietly step out of the room to respond, minimizing disruption.

Commitment to Accessibility and Accommodations:

We affirm our dedication to inclusivity and equity in all learning environments.

- Students with documented accommodation from Accessibility Services (ARC) that include the use of electronic devices may use them as specified in their accommodation plan.
- Instructors will honor all approved accommodations. Students are encouraged to connect with faculty at the start of the semester to clarify any technology-related learning support needs.

Recording and Sharing Restrictions

Recording (audio, video, or photos) during classes, rehearsals, or performances is **strictly prohibited** without prior permission from the instructor and/or creative team. Additionally, any classroom or rehearsal footage may **not be shared or posted**, including on social media, without

explicit consent from:

- The instructor or creative team, and
- **All individuals** featured in the content (students, faculty, or staff).
- Always seek consent before recording or distributing any material related to conservatory activities.

Attendance Policy

Viterbo University challenges students to be learners who assume responsibility for being a part of a community of scholars. Student presence and participation in the classroom is an important component of this challenge. Furthermore, as part of its mission, Viterbo University offers an education that prepares students for professional employment. Each student is encouraged to develop a professional work ethic that reflects responsibility, initiative, and teamwork. In light of the above, students are expected to attend all classes.

Students who are absent from class miss opportunities to contribute to the learning environment of the classroom and are developing patterns that will not be tolerated in the professional workplace. Absences from class may result in a loss of college financial aid. Federal regulation requires that students make satisfactory progress toward a degree in order to retain federal financial aid. The following attendance guidelines are in effect, as outlined in the university catalog:

- Viterbo University expects students to attend all classes. Due to extenuating circumstance (illness, death, etc.), the student needs to communicate with the instructor via email, cc-ing Toni Groshek. You are welcome to contact the Hub, but first communication should always be with your instructor.
- Students who do not attend the first two 50-minute class periods of a course and who do not inform the instructor prior to the class meetings may be asked by the instructor to drop the course using the official drop form thereby avoiding a grade of "F."
- Each faculty member will establish a reasonable attendance policy, which will be stated in the course syllabus and shared on the first day of class. Certain courses may have more stringent attendance policies. Faculty members will keep a weekly record of attendance for each student to comply with federal financial aid guidelines. Generally, missing more than 15% of your classes at Viterbo gives faculty the right to assign a failing grade, although policies differ among instructors.
- A student should not be considered absent from a class when s/he is attending a required extracurricular activity such as a field trip, or when a student is officially representing Viterbo University at a scheduled activity, such as a fine arts production, a conference, or an intercollegiate athletic event. Students participating in such events are responsible for the class work missed.
- Students not able to attend classes due to military obligations should refer to the Military Deployment policy.
- Absences do not remove the responsibility for the student to complete the work missed. Instructors are not required to make special arrangements for students who have missed a class.

Music Department faculty will always seek the best solution for student success. Stay in communication with them for a rewarding and positive educational experience at Viterbo.

Curriculum : B.M. Music Program

Revised August 2025 (Hauptert)

Program Information	The Bachelor of Music degree is for students who want a professional degree in music with the flexibility to pursue numerous areas of specialty. Bachelor of Music students have available credits to either pursue a music-area concentration or to double major. These options uniquely prepare students for professional careers in the field of music, such as performance, music education, music business, non-profit work, or church musician, to name a few. The program is accredited by the National Association of Schools of Music.
Policy	<ul style="list-style-type: none"> • All music majors are required to attend the weekly music department forum every semester in which they are enrolled except for semesters they are registered for MUSC 425 or 429. • All music majors are required to register for MUSC 137/337 (Concert Choir) every semester in which they are enrolled except for semesters they are registered for MUSC 425 or 429. • All music majors must register for a piano class, aural skills class, and music theory class each semester until all sequences are successfully completed. Music majors who have not completed all levels of piano proficiency, aural skills, and music theory by the end of their sixth semester of full-time study in music must petition the music department to continue as a music major. • 100-level ensembles and applied lessons courses are for freshmen and sophomore standing, and 300-level ensembles and applied lessons courses are for junior and senior standing. • Music Majors taking MUVO 171/371 must concurrently be registered for MUVO 172/372. • An applied lesson fee is charged for each credit of applied lessons – see Tuition and Fees.
Learning Outcomes	<ul style="list-style-type: none"> • Demonstrate performance skills requisite for artistic self-expression in voice or piano and proficiency in keyboard, sight reading, and conducting. • Understand and employ the common elements and organizational patterns of music through analysis, arrangement, composition, and improvisation. • Distinguish the major eras, composers, and genres of music, history, and literature within broad historical, cultural, and stylistic contexts. • Apply knowledge of current teaching methods, materials, and technology to individual and group instruction in voice or piano.
Core Curriculum	See Core Curriculum section of the Catalog.
Final Requirements	Complete a minimum of 120 college-level credits.

Final Requirements	Complete a minimum of 40 upper division credits (300/400-level).
Music, Major Requirements	CNSV 350 or 355, MUSC 001, 105, 106, 107, 151, 152, 205, 206, 207, 251, 265, 327, 328, 453, eight semesters of MUSC 137/337, eight semesters of Applied Lesson credits
Vocal Performance Concentration, Requirements	CNSV 450, MUVO 171/371 (8 credits), 172/372 (8 credits), MUSC 237, 238, 332, 420, 465, THTR 107, 119/319 (3 credits), MUTH 300, DANC 110
Piano Performance Concentration, Requirements	CNSV 455, MUPI 171/371 (8 credits), MUSC 308, 333, 433
Music Education Concentration, Requirements	MUVO 171 or 371 (3 credits), 172 or 372 (3 credits), MUSC 237, 238, 311, 312, 365, 340, 342, 420, 425, 429, EDUC 150, 255, 302, 306, 390, 482
	The degree Bachelor of Music is granted accreditation by the National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190; 703-437-0100; https://nasm.arts-accredit.org/

Commented [MH1]: Is Diction II a requirement for MUED students?

Course	Program Outcome	Introductory/Foundations	Intermediate/Developing	Advanced/Mastery
MUSC 327	History	Oral Presentation		
MUSC 332	History		Vocal Lit Final Project	
MUSC 328	History			Research Paper
MUSC 106	Performance	Aural Skills I Final Exam		
MUVO 171	Performance	Sophomore Hearing		
MUSC 107	Performance		Aural Skills II Final Exam	
MUSC 206	Performance		Piano Proficiency III Final	
MUSC 207	Performance			Aural Skills III Final Exam
CNSV 450 or 455	Performance			Senior Recital
MUSC 265	Teaching	Conducting I Final Project		
MUSC 365	Teaching		Conducting II Final Project	
MUSC 342	Teaching		Choral Methods Final Project	
MUSC 420	Teaching			Vocal Ped Final Paper
MUSC 425	Teaching			Elementary Student Teaching (supervisory teacher evaluation)
MUSC 429	Teaching			Secondary Student Teaching (supervisory teacher evaluation)
MUSC 151	Theory	Theory I Final Exam		
MUSC 251	Theory		Theory II Composition	
MUSC 251	Theory		Theory III Final Exam	
MUSC 453	Theory			Arranging Final Project

Music Scholarships

Viterbo University Merit Scholarships

President's, Dean's, Hallmark, Heritage, Access, or Transfer Scholarship is renewable for up to 4 years providing you meet the original terms of the award. Scholarships do not increase in value from year to year, with the exception of an off-campus to on-campus adjustment for a student who was not initially awarded their scholarship as on-campus.

Viterbo Department/Talent Scholarships

Scholarships are based on specific department applications, auditions, or portfolios. If you receive a talent-based or department scholarship, it will be renewed as long as you meet renewal criteria as outlined in the award offer announcing the scholarship, up to a maximum of 4 years.

Premier Performance Award Scholarships

The administration gives the department \$10,000 in Premier Performance Award scholarships. These renewable awards were created for recruiting in academic programs identified for regional/national distinction.

Endowed Scholarships

The Music Department awards the following annual and endowed music scholarships through the Office of Institutional Advancement:

- Sr. Annarose Glum Music Education Scholarship
- Sr. Marlene Weisenbeck Piano Performance Scholarship
- Cyrilla Barr Sacred Music Scholarship
- Dorothy E. Mundt Lewis Vocal Music Scholarship
- Margaret (Peg) Schmitz Music Education Scholarship
- Richard Record Music Scholarship
- Ruth Nixon Davy Music Scholarship
- Virginia Marcotte Larkin Sacred Music Scholarship
- Foust/Nelson Music Opportunity Scholarship
- Der Kaiser Scholarship
- Juanita Beck Piano Scholarship
- Henry & Sharon Ash Concert Choir Scholarships

Performance Opportunities

Music Department Forum

Music Forum meets on Thursdays from 1:00-1:50 p.m. in the Recital Hall. This weekly gathering of music students and faculty was designed to foster a culture of performance. Activities and experiences include student and faculty performances, guest artist recitals and master classes, presentations, and workshops. Music majors are required to attend all Music Forums.

The schedule of Forum activities for the semester will be posted on 4th floor bulletin boards and the department Moodle page. Students will be assigned performance dates in consultation with Judy Stafslie.

Showcase Recital & Awards Ceremony

The Music Department Showcase Recital & Awards Ceremony takes place at the end of each academic year. Music Department scholarships and awards will be announced following the recital.

Viterbo Choral Ensembles

Piano Proficiency Policy & Requirements

Piano Proficiency Policy

- Music majors must be enrolled in either MUSC 101, 105, 205, or 206 until they successfully complete the Piano Proficiency courses required for their degree program.
- All music majors must register for a piano class each semester until all packages are successfully completed. Each student will be limited to three attempts to register and pass each class.
- Students with a piano background are encouraged to test out of MUSC 105, 205, and 206. Contact Dr. Mary Ellen Haupt or Dr. Meredith Mihm to receive testing materials and to set up an exam time.
- MUSC 105, 205, and 206 are offered for credit/no credit only. Students must pass the proficiency exam for the course in which they are enrolled in order to obtain credit for the course. Students must retake the course if they do not pass the proficiency exam.
- Under special circumstances, students may enroll in MUPI 171/371 (Applied Piano Lessons) in lieu of MUSC 101, 105, 205, or 206. Faculty permission (piano faculty or department chair) is required for this exception.

Piano Proficiency Requirements

- **KEYBOARD PATTERNS:** Students develop their music theory by practicing scales in all major and minor keys at the keyboard. Knowledge of major/minor key signatures and scale systems is reinforced and developed in all three levels of piano proficiency, beginning with penta-scales and root-position chord progressions in PP1 and continuing with hands-together scales, vocalises, and more complicated chord progressions in PP3.
- **SIGHT READING:** Students will sight read piano music at increasing levels of difficulty over the three sections of piano proficiency.

- **TRANSPOSITION:** Students will learn simple folk melodies and play them in a variety of keys, using moveable "do" as a tool for transposition.
- **ACCOMPANIMENT & REPERTOIRE:** Students will demonstrate the ability to accompany another musician, as well as musically interpret a score.
- **SCORE READING:** The ability to read an "open score" is an essential skill for conductors, performers singing in an ensemble, music directors, and music educators.

Piano Proficiency 1, 2, & 3 Requirements

Piano Proficiency 1	Piano Proficiency 2	Piano Proficiency 3
Keyboard patterns: Pentas—HT, up chromatically Arpeggios—HT, 1 8ve Scales— HS, 2 8ves (ALL) Chord progressions—Roots in bass, root positions chords	Keyboard patterns: 3 vocalises White key major and minor scales, 2 8ves Chord progressions—white key major and minor	Keyboard patterns: 3 vocalises Black-key major and minor scales, 2 8ves Chord progressions—black key major and minor
Accompaniment: Play the melody from one of your vocal repertoire pieces.	Accompaniment: 1 accompaniment	Accompaniment: 1 accompaniment
Score reading: 2 parts	Score reading: 3 parts	Score reading: 4 parts
Sight reading: Play-by-ear melodies: Happy Birthday, tune only + 3 melodies (transposed)	Sight reading: Play-by-ear melodies: Happy Birthday, tune only + 3 melodies with basic accompaniment (transposed)	Sight reading: Play-by-ear melodies: 3 melodies (transposed) and with improvised accompaniment
Repertoire: Perform 1 piece by memory.	Repertoire: Perform 1 piece by memory.	Repertoire: Perform 1 piece by memory.

Publishers of Printed Music

Leithold Music

116 S. 4th Street, La Crosse, WI 54601, (608) 784-7555

SSE Music, Inc.

2609 N. George, La Crosse, WI 54601, (608) 781-2850

Chester Groth Music (Eble Music)

8056 Nicollet Ave. S. Bloomington, MN 55420, 800-969-4772

Ficks Music

297 Bloomsbury Cir, Camden, SC, US

SheetMusicPlus

Recitals, Hearings, & Requirements

CNSV-340 Half Recital (1 Credits) A recital of at least 30 minutes with music of representative styles and periods.

CNSV-350 Voice Half Recital (1 Credits) The half-recital consists of a public performance of 20-25 minutes of memorized music from representative styles and periods. Repertoire shall be art songs and arias in three representative style periods and languages, including but not limited to Italian, French, English, and German.

CNSV-355 Piano Half Recital (1 Credits) The half-recital consists of a public performance of 20-25 minutes of memorized music from representative styles and periods. Repertoire piano music of contrasting styles and different periods and composers.

CNSV-440 Full Recital (2 Credits) A recital of at least one hour with music of representative styles and periods is required of students earning the Bachelor of Music Degree in performance. Prerequisite: 340. 169

CNSV-450 Voice Full Recital (2 Credits) A full recital consists of a public performance of 40-45 minutes in length of memorized music from representative styles and periods. Repertoire shall be art songs and arias in three representative style periods and languages, including but not limited to Italian, French, English, and German. Prerequisite: 350.

CNSV-455 Piano Full Recital (2 Credits) A full recital consists of a public performance of 40-45 minutes in length of memorized music from representative styles and periods. Repertoire shall be piano music of contrasting styles and different periods and composers. Prerequisite: 355.

Half Recital (numbering need updating; CNSV-340 Half Recital, see above)

The Half Recital consists of 20-25 minutes of memorized music from representative styles and periods; for singers, in at least three languages. Required of students earning the degrees:

- Bachelor of Music (Music Education Concentration)
- Bachelor of Music (Performance Concentration)
- Bachelor of Music (General Music Studies)

Full Recital (MUPI 490, MUVO 490)

The Full Recital consists of 40-45 minutes of memorized music from representative styles and periods; for singers, in at least four languages. Required of students earning the degrees:

- Bachelor of Music (Performance concentration)

Full Recital Permission Hearing

All students giving a Full Recital (MUPI 490 or MUVO 490) are required to [complete a Full Recital Permission Hearing](#) for faculty in their major area (piano or voice) no less than thirty days before the recital. Students should consult with faculty members prior to setting the hearing date and time.

Student responsibilities for the Full Recital Permission Hearing:

- Prepare the entire Full Recital program of music from memory. The music should be of contrasting styles and periods; for singers, in at least four languages.
- Set up a hearing date and time and communicate it in writing to the committee members and accompanist.
- The committee should consist of the faculty in the major applied area (piano or voice).

- Prepare a printed program for the committee members.
- [Complete the "Full Recital Permission Hearing Form" at Etrieve.](#)
- The committee will notify the student of Full Permission, Permission with Conditions, or Denial.

Checklist for Preparing a Recital

Scheduling a Recital Date & Reserving Facilities

Student recital dates are assigned based on available dates. At the end of spring semester music faculty members receive dates from the Fine Arts Center Office and assign half and full recital dates and times for the following year. Use of kitchenette and Hospitality Suite are included for receptions, dependent upon EMS availability

Publicity

- Newspaper & "Connections" - Contact Anthony Slaby in the Communications/Marketing Office (796-3042). He handles campus publicity ('Connections' and 'VU Today') and sends information to the La Crosse Tribune.
- Posters: Students prepare and pay for their own recital posters, which should be proofread by their applied teacher before copying and posting. All publicity should include "Sponsored by the Viterbo University Music Department."

Programs

- Music Department programs have a standardized format. Judy Stafslieen will provide the template to recitalists with deadlines specified.
- Submit information for your program to Judy Stafslieen no later than two weeks before your recital.
- Your applied teacher and coach-accompanist should proofread all program materials.

Recording

Recital recording should be arranged through the department chair.

Clean-up

Following your reception, it is your responsibility to see that the reception area and the kitchenette are cleaned thoroughly.

Cancellation

If your recital needs to be cancelled, please inform the department chair and administrative assistant so it can be removed from online calendars.

Student Review Process

The Music Department uses a review process for the evaluation of student progress at the end of the first and second years. Self-evaluation forms will be completed by students and submitted to the Music Department Chair; students meet individually with the Music Faculty to discuss strengths and weaknesses, assess progress in degree programs, and make recommendations for improvement.

NOTE: The Music Faculty reserves the right to meet with or review any music major at any time during their enrollment at Viterbo University.

Student Music Organizations

SNATS (Student National Association of Teachers of Singing)

The Music Department currently has a student NATS chapter (SNATS). Please see the department chair for more information.

NAfME / ACDA

The Music Department currently has a NAfME / ACDA student chapter. Please see the department chair for more information.

Travel Policy & Resources

Viterbo employees and students who are traveling on university-related business and persons coordinating student travel are expected to read the [Viterbo University Travel Policy](#) in full and adhere to the stipulations outlined in it.

Viterbo Fine Arts Facilities

All practice, studio, rehearsal, performance, and other spaces within the Fine Arts Center are for educational university purposes and may not be used by students engaging in personal, profit-seeking ventures, i.e. teaching private music lessons.

Facilities

The Music Department has full access to performance and teaching spaces in the Fine Arts Center and the Weber Center for the Performing Arts. The department's primary teaching, rehearsing, and performing spaces are located on the first, second, and fourth floors of the Fine Arts Center.

Performance Spaces:

- **Fine Arts Center Recital Hall** seats 170 people and is the department's primary

performance space and is used for student and faculty recitals, chamber operas, studio classes, master classes, rehearsals, clinics and workshops. The Hospitality Suite is used for receptions, meetings, and other department functions. Both spaces are requestable through [the EMS WebApp](#).

- **Fine Arts Center Main Theatre** seats over 1000 and is used for some of the department's productions, including operas, Christmas concerts, and festivals. The space can convert from a proscenium theatre into a concert hall with acoustical shell and is adaptable to accommodate theatre, music theatre, opera, and dance. Access to the space is extremely limited because it is shared with the Theatre & Music Theatre Department, the Bright Star season, numerous campus-wide events and meetings, and community rentals (La Crosse Symphony Orchestra and UW-L Music Department, to name a few). Main Theatre Groundplan and Main Theatre Sectional in Vectorworks 2012 and AutoCAD 2013 are available upon request. **Fine Arts Center LaCroix Black Box Theatre** seats up to 144 people. It is used for dramatic presentations with variable placement of the audience, such as arena staging, audience on four sides, or thrust staging with the audience on three sides. It has a sound system, lighting system, and Yamaha U1 piano. **The 450-seat Weber Center for the Performing Arts** is a result of collaboration between Viterbo University and La Crosse Community Theatre (LCT). Built in 2013, Weber Center is a venue for both organizations which works to further the area's arts community. The Music Department often produces its operas at the Weber Center.

Rehearsal Spaces:

- FAC 435 Choir Room
- FAC 314 Dance Studio
- FAC DS129 Dance Studio
- FAC B13 Dance Studio II
- FAC B22 Rehearsal Space
- FAC Nola Starling Recital Hall

Equipment: Pianos

All practice, studio, and classroom pianos are tuned at consistent intervals during the academic cycle. The performance instruments in the Recital Hall and Main Theatre are tuned regularly according to the schedule of recitals, rehearsals, and concerts in those venues. A single-manual Martin harpsichord, stored in FAC 224, is used for Christmas concerts, recitals and productions, and is tuned when used for performances.

Technology & Acoustical Treatments

(Viterbo University is Wi-Fi accessible throughout the campus.)

Space Type:	Room Number/Name	Equipment/Technology
Teaching Classrooms	FAC 221 (Use: Music Appreciation, Music Education Courses)	<ul style="list-style-type: none"> • Computer podium with internet • Elmo® Document Camera • DVD/VHS player • Projector and large screen • Portable sound cart
	FAC 223 (Use: Theory, History, Diction Courses)	<ul style="list-style-type: none"> • Computer podium with internet • Elmo® Document Camera • DVD/VHS player • Projector and large screen • Sound system, speakers, Blue-tooth speaker
Labs	FAC 224 (Use: Group Piano Courses)	<ul style="list-style-type: none"> • Computer podium with internet • Elmo® Document Camera • 15 electronic keyboards • Instructor station • Key/Note Visualizer®
	FAC 425 (Use: Pedagogy Courses)	<ul style="list-style-type: none"> • Computer with internet • Voce Vista software • Digital video recorder • Wenger acoustical sound environment system
	FAC 439 (Use: Computer Lab)	<ul style="list-style-type: none"> • Computer podium with internet • Elmo® Document Camera • 20 PC stations with midi keyboards • Projector and Large Screen • Music notation (Finale 2014) • Key/Note Visualizer®
Faculty Studios/ Offices	FAC 404-408, FAC 420-423 (Use: Applied Music Lessons & Vocal Coaching)	<ul style="list-style-type: none"> • Computer with internet • CD recorder and microphone (in 7 of the 9 studios) • Vocal Faculty have Yeti microphones and CAT6 ethernet cables for use with SoundJack® software.
Practice Rooms	FAC 424A-D, FAC 425, FAC 426A-D, FAC 428A-D, FAC 429A-D (Use: Practicing, Vocal Coaching)	<ul style="list-style-type: none"> • 4 Practice Rooms (FAC 426A-D) have Yeti microphones and CAT6 ethernet cables for use with SoundJack® software (which were designated for vocal coaching during the pandemic).

Rehearsal Rooms	FAC 435 (Use: Concert Choir, 9th Street Singers)	<ul style="list-style-type: none"> • Sound system and speakers • DVD/VHS player • Computer podium with internet • Elmo® Document Camera • Projector and large screen
Concert Hall	Recital Hall (Use: Student/Faculty Recitals, Chamber Operas, Studio Classes, Master Classes, Rehearsals, Clinics, Workshops)	<ul style="list-style-type: none"> • Audio/video playback unit (stage right) • Computer interface, projector & retractable screen mounted in ceiling. Digital recording studio (accessed on 2nd floor).