

MUSIC STUDENT HANDBOOK 2026–2027



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INTRODUCTION



The goal of this handbook is to provide students information on structures, policies, and procedures in the School of Music. It is not exhaustive and is only one of many tools that include the university Bulletin, the academic handbook, the [student handbook](#), the [university website](#), and the [School of Music](#) website.

In addition, please always feel welcome to seek assistance from the exceptional professional staff in the School of Music office. If they do not have an answer to your question, they will work toward helping you find the right place to get an answer.

Like any organization, the structures and idiosyncrasies that govern our work can be complex. My hope is that this handbook will provide you with a helpful resource. Thank you to MuSAC, our student committee, and our student office staff for reviewing this handbook every year and providing suggestions to the Operations Manager!

This handbook can always be improved, so I invite you to become part of the process of making it better. Please feel welcome to make suggestions to me on matters of organization or content that you think would be helpful. Suggestions you might have regarding improving or rethinking various policies or procedures are also welcome.

Sincerely,



Tracy A Doyle

Tracy Doyle, Director
School of Music

MUSIC BUILDING INFORMATION

ROOM RESERVATIONS

Room reservations for the music building should be directed to the music office via email to amondschean@pugetsound.edu. Reservations can also be placed directly online via [25Live](#). Classes, studio lessons, and student groups for the School of Music have priority with reservations. Each request after that is handled on a first-come, first-served basis.

PRACTICE ROOMS

Practice rooms, available through keycard access, are limited to University of Puget Sound School of Music students and some staff. Students enrolled in applied lessons and ensembles are automatically added to the swipe access list, and other students can request to add swipe access. Swipe access will only be given to students enrolled in at least one music class. To request keycard access, email amondschean@pugetsound.edu. There are general practice rooms, rooms especially for keyboard majors, and “V-Rooms” (virtual rooms) with adjustable acoustics. These rooms are not available to students not registered for lessons or ensembles, community members, or musicians not affiliated with the university.

The following practice rooms require special authorization:

Room 026—Harp

Rooms 023, 034—Keyboard majors only

Room 035, 038—Percussion

Room 015—Organ and Chamber Music

STUDENT LOUNGE

The Student Lounge is open and available to all. It is located on the practice room level. Students are responsible for this space and should maintain it with care. The Music Student Advisory Committee (MuSAC), are in charge of suggesting assessing needs and suggesting improvements. You can always submit concerns or requests to the front office as well.

INSTRUMENT STORAGE LOCKERS

The School of Music offers instrument lockers with locks to each student registered for applied music lessons in the School of Music. Incoming freshman will be contacted directly about the process of pairing them with a locker during orientation week. If you are in need of a locker, please visit the music office.

INSTRUMENT CHECK OUT

The School of Music has many instruments that are available for checkout by current students. To check out an instrument, come into the front office during business hours. You will be expected to sign a bond form, stating responsibility and care of the instrument while it is checked out to you. To check in instrument back in, bring it directly to the music office and discuss the check-in with a staff or student staff member.

PIANO MAINTENANCE

All pianos are tuned at least twice annually, and pianos in use more often are tuned more frequently. If a piano needs tuning, maintenance, or repair, please fill out a [Piano Maintenance Form](#). Classrooms, applied lesson studios, and rehearsal spaces are tuned regularly, and concert tunings occur before performances.

GENERAL INFORMATION

PRINT AND COPY

A student printer is available in the first floor hallway of the Music Building, near room 114. This printer is connected to the campus PaperCut system. If you have issues with the printer or connectivity, please contact technology services directly. The Music Office does not service the printer, and is unable to provide you technology support in setting up printing on your computer. The copy machine in the Music Office is for use by the staff and faculty of the School of Music. The nearest copier available to students is in Collins Library.

EMAIL

Each student is given a Puget Sound email account. It is very important to check your Puget Sound email account for campus information, class announcements, and School of Music announcements and important information.

LOGGERCARD CARD, & PARKING PERMIT

Your ID card is used for keycard access to the Music Building after hours and to the practice rooms always. Students receive their loggercards during orientation, and replacements can be requested from the Dining Services Office (Wheelock 240) for a fee of \$20.

All car permits are done online in “myPugetSound.” You will need to have your registration handy since some of the information needed on the form is on your registration. Once the form has been submitted the permit is ready the next day to be picked up at Security Services between the hours of 8 a.m. and 4 p.m.

WEBSITE

In addition to our main [School of Music Website](#), we have a series of pages specifically for [Current students and the Community](#). Here you will find resources for current students including this handbook, event and program information, information on ensembles, courses, summer opportunities, health & safety, recital requirements and more. Suggestions or additions that will improve these pages are welcome.

SOCIAL MEDIA

The School of Music has Facebook (www.facebook.com/UnivPugetSoundMusic), Instagram ([@pugetsoundmusic](https://www.instagram.com/pugetsoundmusic)), and Twitter ([@pugetsoundmusic](https://twitter.com/pugetsoundmusic)) pages. These are updated by the Operations Manager and the social media work-study student on a regular basis. To share a post on SOM social media, email full details, high quality photos, any caption suggestions to schoolofmusic@pugetsound.edu. Please clarify if a certain outlet should be used.

LOST & FOUND

The School of Music has a lost and found in the music office, in a bookshelf behind the entrance. Valuable items or items that have identifying information on them that are found will stay with the office staff, so contact them directly to see if your item was found. Lost and found is cleaned out at the end of every semester.

GENERAL INFORMATION, CONTINUED

APPLIED MUSIC LESSONS

Registration for lessons takes place through the Music Office; it is not handled through the registrar's office and cannot be done online. Students must be registered for lessons by the beginning of each semester. Incoming students that have auditioned for the School of Music will be automatically enrolled in lessons. Continuing students will arrange registration for lessons for the next term with their applied music instructor, and the front office handles all registration. Students taking 30-minute studio lessons are registered for .25 unit and are charged a \$250 fee each semester. Students taking 60-minute studio lessons are registered for .50 unit or 1.00 unit, depending upon whether a student is preparing for a degree required recital, and are charged a \$500 fee each semester. All students should double check their class schedule to make sure they are enrolled in all necessary classes. The only students guaranteed 60-minute lessons are Music Performance majors. All other students may request additional length lessons through their instructor, and all requests must be approved by the SOM Director.

ENSEMBLES

Students majoring or minoring in Music have a requirement to be registered in an appropriate university ensemble for credit. Most large ensembles are .50 activity units, and some are .25 activity units. There are credit options available for each ensemble, that some students utilize when they need to register for multiple ensembles and don't have space in their credit load. All students must take their first ensemble for credit. Occasional exceptions may be made, by approval of the Ensemble Director and School of Music Director. Music ensembles are graded on a pass/fail basis.

DECLARING A MAJOR

Students must declare their major/minor by the end of their second year, and Academic Advising handles this process through a form - details can be found on this [page](#). Some majors require an audition, so make sure you talk with your advisor before declaring.

CURRICULUM

A [detailed plan of study](#) for your chosen curriculum in the School of Music is available online. Details regarding degree programs and requirements in the major are in the university Bulletin. Make sure you are familiar with this information, and work closely with your academic advisor(s) in planning your curriculum.

LESSONS FOR NON-UNIVERSITY & NON-CREDIT STUDENTS, AUGMENTING CREDIT LESSONS

All students taking non-credit lessons or students wishing to augment credit lessons for which they are currently enrolled must go through Community Music. If you wish to take non-credit lessons or supplement your academic lessons, please contact Community Music at communitymusic@pugetsound.edu or by visiting Music Building 107. Lessons are added on a space-available basis.



GENERAL INFORMATION, CONTINUED

RECITAL ATTENDANCE

Music Majors are required to attend at least 10 recitals or concerts per semester, and present the programs from these recitals or concerts to the front office at the end of the semester. All freshman and sophomore music majors must register for MUS 109 (Recital Attendance), and juniors and seniors must register for MUS 309 (Recital Attendance). This requirement appears in the university Bulletin under Requirements for the Major. The fulfillment of the no-credit requirement will be reflected as a P/F grade on your transcript.

ADVISING ASSIGNMENTS

Each student majoring in music is advised by a music faculty member. All freshman students are advised within the freshman advising system—advisors being Professors Robert Hutchinson and Gwynne Brown. At the end of the Spring semester, freshman students will be assigned to a music faculty advisor. Usually each music student is advised by the head of their major area (music education, voice performance, etc.).

CWMEA (COLLEGIATE WASHINGTON MUSIC EDUCATORS' ASSOCIATION)

CWMEA, a state chapter of NAFME (National Association for Music Education), represents all those on campus who have an interest in music education. The club has in the past hosted weekly guest lectures on topics in music performance, history, and pedagogy with the aim of furthering the knowledge of our members. The club also travels to the annual music education conference that occurs in the Northwest in order to network with music professionals and gain an understanding of relevant issues in the music classroom today. For more information on joining CWMEA, please see Professor [Tina Huynh](#).

SIGMA ALPHA IOTA (SAI)

Sigma Alpha Iota is an international music fraternity for students who identify as women or non-binary. The fraternity chapter at University of Puget Sound was founded in 1948. SAI promotes interaction among those who share a commitment to music and is open to any student who has been enrolled in a music course. Members of SAI are active in all areas of music and campus life, working closely with faculty, administration, and campus groups. In partnership with the Jacobsen Series, SAI members hold rose sales before Jacobsen Concerts to support the Jacobsen Series Scholarship fund which is awarded annually to outstanding SAI students. For information on joining SAI, please contact SAI Vice President of Membership, [Ayli Horvath](#) '26.

JACOBSEN SERIES

The Jacobsen Series was established in 1984 and features our esteemed educators in action, with the spotlight focused on Puget Sound music faculty and their guests. Throughout the academic year, School of Music faculty present solo and chamber concerts for students and members of the community. Complimentary tickets are available to Puget Sound students online at ups.universitytickets.com with student ID.

EVENT CALENDAR

The School of Music hosts many events throughout the year. All events will appear on the [University events calendar](#), and we also have an internal google calendar students may subscribe too. Look out for an invitation to that google calendar in start of term emails.

THE BEGINNING OF THE SEMESTER

academic calendar

Please use the [academic calendar](#) to find semester dates and breaks. This calendar is a very useful tool to stay up to date on university timelines. You can access the academic calendar on the university website.

syllabus & grades

You can view your syllabus and grades at any time using your student account at canvas.pugetsound.edu. Always defer to your syllabus for information regarding class specifics. If you have any questions regarding grades, please contact your professor.

Please also note that your ensemble syllabi have concert attire sections, so check those for information on how to dress for performances.

collaborative pianists

The School of Music provides collaborative pianists for semester juries, degree-required recitals, and some performance opportunities. To work with an SoM pianist on juries, students are required to submit an intake form at the beginning of each semester by the deadline set by the Collaborative Piano Coordinator and office, along with the piano score for their piece. There are advanced piano students, faculty collaborative pianists, and, if there is additional need, externally hired collaborative pianists. Pianist assignments are based on but not limited to the availability of each pianist, required recital needs, and difficulty of the piece. The School of Music provides a collaborative pianist for degree-required joint/full recitals. The Bachelor of Music in Performance degree is the only degree that requires joint or full junior/senior recitals. Students in the B.A./music education/songwriting tracks who elect to do a full or joint recital instead of a Noon Convocation Student Performance are responsible to find and compensate a collaborative pianist. For details about covered events and rehearsals, see our full Collaborative Piano Policy attached as [Appendix C on page 18](#).

ensemble placement

Ensemble placements occur at the beginning of every fall semester. Sign-up information will be sent out via email, and all updated information and sign up links will be available on the [ensemble placement website](#). Each area has different requirements, so make sure to review these as you sign up. Chorale and Concert Band do not require placement, you may join by attending their first rehearsals. All students must attend a placement every year, including returning students and incoming students who have already auditioned for and been admitted to the School of Music.

ensemble registration

All music majors must participate in a large ensemble each semester. Chamber groups (any group numbers MUS 168/368) cannot be used as substitutes for this requirement. Majors and scholarship students are required to register for credit in their primary ensemble. If they register in more than one ensemble, the secondary ensemble can be taken for zero credit (at the 100 level) to avoid overloading credits. Ensemble registration is open for some ensembles, and added by instructor permission for others. When in doubt, attend the first rehearsal of an ensemble and discuss with your instructor after class.

semester schedules

Students must double check that you are enrolled in all the classes that they plan to participate in - even if you have multiple ensembles. For registration issues regarding applied lessons, contact the front office, and contact the registrar (registrar@pugetsound.edu) for all other questions. You can find your official semester schedule at mypi.pugetsound.edu.

DURING THE SEMESTER

NOON CONVOCATION

Noon Convocation is a series of all-School of Music gatherings which happen periodically throughout the semester to build community and foster learning across the disciplines and academic areas of the SOM. There are five to six scheduled Noon Convocation events throughout the semester, which take place during the Common Hour (Wednesdays from 12-1pm). A schedule of Noon Convocation dates will be sent to students at the beginning of the semester, and students may sign up for Noon Convocation Student Recitals with the Music Office. The content of Noon Convocation events will vary. Some Noon Convocation events will be dedicated to student performances, while others may include master classes and Q&A's with guest clinicians, presentations or panel discussions, previews of concerts and/or guest residencies, faculty performances, etc. Music majors are required to attend a certain number of convocations during each semester (refer to MUS 109/309 Syllabus for details).

STUDENTS AT MIDTERM

Each semester, midterm grades are made available to students. These are typically guidelines to let the student know if they are on track to successfully complete the course or not. If you have any questions about your midterm grades, please contact your professor.

STUDENT ACCOMODATIONS

Students who need accommodations should contact the Office of Student Accessibility and Accommodation in Howarth 105. Students who qualify for accommodations such as extended time on exams will provide written information to the Accessibility and Accommodation office to share with their faculty members. Ideally, accommodations provide equal access to course content to students with documented challenges. Accommodations should not, however, fundamentally alter the nature of the course or the program requirements. If you have any questions or concerns about accommodations, please contact SAA at saa@pugetsound.edu

CANCELLATIONS

If for any reason, a faculty member has to cancel a class period or private lesson session, you will be notified (generally via email) by the professor. Notices of class cancellations are also typically posted on the doors to or walls nearby where classes regularly meet.

PERFORMANCE INJURIES

If a student develops a performance injury during the semester, they should visit the School of Physical Therapy, which takes on a limited number of cases through its clinic. With medical documentation of the condition, alternative assignments can be made and a jury waived for one semester. Each incident lasting beyond one semester is handled on a case-by case basis. Students are encouraged to participate in any workshops or clinics the School of Music sponsors regarding musician's health. Please also read the exercise posters throughout the building regarding ways of staying healthy and avoiding injury.

THE END OF THE SEMESTER

JURIES

Juries are a short performance given at the end each semester for the applied lesson faculty in your area, and constitute the final exam for all applied music courses. All students registered in applied music are required to perform a jury examination during Finals Week. Jury slots are 10 minutes long, but performance majors in certain areas may be required to prepare a 20 minute jury. Juries are evaluated by the faculty of each area. The purpose of the jury examination is the evaluation of an applied music student's ability and artistry in performance and for a student to receive feedback from multiple faculty. Each jury member endeavors to express, by a grading process, a considered opinion of student performance, based upon applicable criteria specific to each area. The necessity for memorized performance in examination is a matter to be determined by each individual teacher.

JURY SCHEDULING

Scheduling a jury performance time is the student's responsibility. Students should watch for emails outlining the process. The sign ups process will begin about halfway through the semester. Students will come into the Music Office and sign up in person with the Operations Manager or student staff members.

JURY ACCOMPANIMENT

The process of pairing collaborative pianists with students for their juries begins in the second week of classes via the submission of the Jury Pianist Request Form. Please refer to Appendix C for more information.

JURY ATTIRE FOR STUDENTS

Juries are effectively a solo performance. Concert formal wear is not necessary, but attire appropriate for a job interview is a good guideline. Questions can be directed to your applied lesson instructor.

EVALUATIONS

Student Feedback Surveys, or Course evaluations, are done each semester based on university requirements specific to each instructor (tenure line, visiting, affiliate, adjunct). During the last 2 weeks of a semester, you may have evaluations taking place in your classes via Canvas. You will also be asked to fill out an evaluation for your applied lesson instructor. Feedback is very important to faculty in the design and adjustment of their courses and teaching. Always complete evaluations thoughtfully and honestly. Surveys are always anonymous.

READING PERIOD POLICY

The reading period is intended to provide students with time to reflect on their semester's academic work and to prepare for final examinations. It is the university policy that this time must be free from competing demands of class meetings, tests, deadlines for coursework, and other activities. In short, nothing is to be scheduled during reading period including studio lessons or make-up lessons. The music office will schedule no lessons, activities, events, master classes, etc. during reading period.

FINAL EXAMS

In all classes in which a final examination is scheduled, the final examination must be given during the time period assigned in the class schedule. It is university policy that final examinations not be given during the last week of classes or reading period, and no exceptions can be made for individual students. In those courses in which a final examination is given, all students must take the final examination. If a unit examination or a quiz is planned during the last two weeks of classes, the instructor is expected to inform the students in advance.

THE END OF THE SEMESTER, CONTINUED

WAIVING JURIES

(EFFECTIVE SPRING 2019)

At the discretion of the instructor, a jury may be waived during a student’s first semester of study. However, there must be a clear, justifiable reason for the waiver; the circumstances must be exceptional.

Students giving a formal solo or joint recital performance (not a noon or studio recital) within six weeks of the last class day of the semester are eligible to waive their jury at the discretion of the Applied Teacher. Students must first apply for a waiver within one week of the recital date completion. Applied teachers maintain the right to require a semester jury of the student recitalist who is eligible for a waiver for any reason. Logistics in these cases (i.e., jury sign-ups, pianist assignments) should be coordinated between the Applied Teacher, the Area Head (if necessary), and the School of Music Office Staff. Applied teachers of student recitalists who are granted a waiver will give the recital a grade which will account for 25% of the Applied Lesson grade just as a jury grade accounts for 25% of an Applied Lesson grade in a non-recital semester.

GRADING FOR STUDIO LESSONS

Students’ grades are determined by studio lesson semester grades (75%) and jury results (25%). Jury results are an average of the scores of all Jurors. By consensus of the faculty, the School of Music uses the following scale in grading studio lessons. Please note that this scale applies only to lessons; faculty teaching courses set their own grading scale.

94-100	A	74-76	C
90-93	A-	70-73	C-
87-89	B+	67-69	D+
84-86	B	64-66	D
80-83	B-	60-63	D-
77-79	C+	59 & BELOW	F



CONCERT PERFORMANCE LENGTH

The policy on concert length is:

- Ninety minutes for ensembles, faculty recitals, and Jacobsen Concerts
- Sixty minutes for senior recitals
- Seventy minutes for combined junior (half) recitals



PERFORMANCE REQUIREMENT

Solo performance (as opposed to performance in a chamber group or large ensemble) is required of all music majors in both junior and senior years. Performance majors are required to give degree recitals (see below); all other music majors must perform as soloists in at least one Noon Convocation recital in both junior and senior years.

NOON CONVOCATION STUDENT PERFORMANCES

Some Noon Convocation events will be dedicated to student performances. To book a student performance, students should follow the instructions provided on the School of Music [website](#). Sign-ups will open the third week of the semester to students who are required to perform on a Noonie, and open to all applied music students soon-after.

DEGREE RECITALS

The Bachelor of Music in Performance requires two recitals in the final two years. A junior recital is at least 30 minutes long; a senior recital should be one hour long. Other music majors may elect to do a solo student recital, with the approval of their applied instructor and SOM Director. Student recitals scheduling begins in the fall, and any questions about scheduling can be directed to the [Concert Hall Director](#). The School of Music provides a collaborative pianist for degree required recitals. The Bachelor of Music in Performance degree is the only degree that requires joint or full junior/senior recitals. Students in the BA, Music Ed, or Songwriting majors who elect to do a full or joint recital instead of a noon convocation performance are responsible for finding and compensating a collaborative pianist.

CONCERTO-ARIA COMPETITION

Every academic year, students are encouraged to audition for the annual Concerto-Aria Competition. The winners from the competition perform with the Symphony Orchestra or Wind Ensemble. All information regarding the Concerto-Aria competition, application process, and requirements can be found at pugetsound.edu/concerto-aria-competition. For any further questions, please contact the Competition Coordinator, Maria Sampen msampen@pugetsound.edu.

MUSIC SCHOLARSHIPS

A significant number of Puget Sound students receive some form of financial aid. In music, there are two types of scholarships students receive: four-year scholarships from financial aid (via Student Financial Services) and/or endowed awards. The financial aid scholarships are awarded to incoming freshman or transfer students. Students receiving these scholarships are required to take studio lessons every term and participate in the ensemble(s) to which they are assigned every term. Provided the student remains in [good academic standing](#) and satisfies all requirements, the scholarships are renewed automatically every year. Learn more about Music Scholarships [visit the Student Financial Services website](#).

The second type of financial award is an endowed scholarship. These scholarships are given to current students and are intended to recognize academic, creative, or musical achievement and significant contributions to the School of Music. These awards are given on an annual basis; they do not automatically renew once they have been awarded. All students participating in the music program are eligible; the awards are not limited to music majors. Each year the full-time faculty undertakes a long and extensive process in the spring in making these awards.





Music Office - 111

Anna Mondschean, Operations Manager,, is reachable at (253)-879-3740 and amondschean@pugetsound.edu. Anna joined the SOM team in January 2023, where she oversees operations, scheduling, communication, and student staff team of the School of Music.

Originally from Chicago, Anna is a Puget Sound alumna, and joined the SOM in 2023. She plays viola with the Rainier Symphony and enjoys dancing and cooking in her free time.



Communications Office - 113A

Pam Taylor, Outreach and Events Coordinator, is reachable at (253)-879-3741 and pataylor@pugetsound.edu. She oversees concert scheduling and administration and our outreach efforts through ensemble tours, festivals, workshops, master classes, and marketing.

Pam is a Puget Sound alumna and Tacoma native. After a 13-year stint in the Bay Area working in communications at Hewlett-Packard, she and her husband returned home with their two children in 2003. Since then, she has volunteered in the Tacoma Public Schools and worked in various roles on campus for 15 years. Pam has a special appreciation for music, as both her husband and son are musicians, and she enjoys attending music performances of all kinds. “Music makes all the difference,” says Pam.



Music Admission - 113 & Welcome Center

Heidi Huckins is Assistant Director of Admissions and the Music Admissions Coordinator. Heidi can be reached at (253)-879-3917 and hhuckins@pugetsound.edu. She joined Puget Sound in Fall of 2022 after serving as Director of Instrumental Music at Charles Wright Academy for over two decades. Heidi enjoys spending time with her family, playing clarinet in the Tacoma Concert Band, the outdoors, and yoga.

PROFESSIONAL STAFF & OFFICES



Community Music - 107

Kristen Murphy, Director, reachable at (253)-879-3575 and kmurphy@pugetsound.edu, began her work at the University of Puget Sound Community Music Department as a flute instructor in 1987. Three years later, she accepted the position of program director. In addition to her role as director, she continues to teach private flute lessons in the department. At Puget Sound, she has served on the Budget Task Force and Staff Senate. She is an active member of the National Guild for Community Arts Education, for which she currently serves on the collegiate divisional ambassador committee. Kristen recently completed two terms and has served as chairperson for the Arts and Heritage Advisory Council for Metro Parks Tacoma. She played in the Tacoma Concert Band flute section for ten years, during the summer concert series. She holds an AA from Cottey College and a BA from Puget Sound.

The Community Music Department is a year-round program providing non-credit musical instruction to more than 500 students of all ages and skill levels. Typically two dozen undergraduates enroll in lessons through Community Music, either to learn a new instrument or to add additional instruction time to 30-minute lessons. The program is a member of the National Guild of Community Schools of the Arts.

Office Assistant, Angela Ronces-Cortes, assists the director and provides customer service to a diverse group of participants, helps students enroll for non-credit music lessons, and answers questions about Community Music programs.



Concert Hall - 111 & 201

Greg Hearn, Concert Hall Technical Director, is reachable at (253)-879-3228 and ghearns@pugetsound.edu. Greg joined the School of Music in Fall of 2021. He has had a long career in the technical field. After graduating with a degree in audio production, and working at KWJZ radio in Seattle and a television station in Federal Way, he worked with a company designing audio, lighting and video systems for large facilities including the current audio system at Cheney Stadium the AAA ballpark in Tacoma. He has also been touring with professional music groups as a Front of House and Monitor engineer both nationally and internationally. He has also been teaching live sound production at a university for the past 6 years.

APPENDIX A: ANNOUNCEMENT OF CLOSURE & EMERGENCY RESPONSE

ANNOUNCEMENT OF CLOSURE

When the decision is made to cancel class and/or campus activities, or delay start during the night, Security Services will notify the Office of Communications, which will post the announcement on the university's home page. This decision and announcement are typically made between 4:30-5 a.m. Although the university's home page is the most reliable source of information, Security Services will also notify the Emergency Communication System (ECS), which posts announcements on the following radio and television stations:

Radio	TV
KPLU FM 88.5	KING TV 5
KMPS FM 94.1	KIRO TV 7
KIRO AM 710	KOMO TV 4
KIXI AM 880	
KOMO AM 100	

The university's home page should be consulted first if at all possible. Radio and television station announcements do not typically include information about return to the regular schedule. Class cancellation or delayed start information will also be recorded by Security Services on the university weather closure/emergency voice message number 253-879-4900 and may be communicated via the emergency mass notification system (to campus member cell phones, text message, and/or other personal contact methods).

Please do not call Security Services for this information. Calls to Security Services should be of an emergency nature only. The Security staff does not know whether particular staff are to report to work.

When a decision to cancel or delay classes and/or activities is made during normal working hours, the Office of the Associate Deans will notify the Office of the President, the offices of each of the Vice Presidents, the Office of Communications, and the administrative offices in the Academic Vice President's area. The Vice President for Student Affairs, the Vice President for University Relations, the Vice President for Finance and Administration, and the Vice President for Enrollment Services will notify persons within their respective administrative units. Returning to the regular campus schedule will occur at the earliest opportunity. No announcement means normal operation.

EMERGENCY RESPONSE INFORMATION

University emergency preparedness and response information is posted via the university homepage link at www.pugetsound.edu/emergency.

Please visit the Quick Guide to Incident Response for the most up-to-date information on university policies regarding:

- reporting crime
- lockdown
- power outage
- violent act or threat
- fire
- shots fired on campus
- hazardous spills or leaks
- emergency medical care
- earthquake
- inclement weather
- personal safety

APPENDIX B: REFERRAL GUIDE FOR STUDENT CONCERNS

Title IX Coordinator

titleix-ooo@pugetsound.edu
253-879-3793

- If you are looking to file a report of alleged policy discriminations, or inquire about potential discrimination or harassment

Security Services

security@pugetsound.edu
253-879-3311

- If you or another student are in a life-threatening situation or posing a threat to self or others
- If a student is suspected of being missing
- To report any other on-campus emergency

Student Accessibility & Accommodations

SAA@pugetsound.edu
253-879-3399

- If you need assistance for a learning or physical disability, including short term injury

Center for Student Support & Student Success Coaches

studentsupport@pugetsound.edu
253-879-2751
(All grade levels)

successcoaching@pugetsound.edu
(First Year and Transfer students only)

- If you need assistance navigating on- and off-campus resources to support your mental health as well as personal and academic well being
- If you need advice about medical withdrawal or academic leave of absence

Registrar's Office

registrar@pugetsound.edu
253-879-3217

- If you have questions about or are alleged to have violated the Academic Honesty Policy

Dean of Students Office

DOS@pugetsound.edu
253-879-3360

- If you need information on bereavement leave
- If you need to inform your professors that you will be absent from class for a week or more due to illness or family emergency

Center for Writing and Learning

CWL@pugetsound.edu
253-879-3404

- If you would like to work with a peer tutor to support your academic goals
- If you would like to study in a calm and relaxed environment

Academic Advising

AA@pugetsound.edu
253-879-3250

- If you need advice about choosing a major
- If you would like to discuss strategies for addressing academic warning or probation
- If you need to release an Advisor Meeting Registration Hold to register because your advisor is unavailable

Chaplaincy

dwright@pugetsound.edu
253-879-3818

- If you are in need of general support, confidential conversation, or connections related to spirituality or religion

Counseling, Health, and Wellness

CHWS@pugetsound.edu
253-879-1555

- If you are emotionally distressed, physically ill, or experiencing suicidal ideation (After hours or if no answer, call Security Services at 253-879-3311)
- In the case of suicidal ideation or self-harm, please complete the Report of Actual or Potential Self Harm at this link:
bit.ly/UPSSelfHarmReport

Fellowships Office

fellowships@pugetsound.edu
253-879-3329

- If you need information about graduate scholarships and fellowships

Student Financial Services

sfs@pugetsound.edu
253-879-3214

- If you are in need of advice about finances

Student Accountability and Restorative Practices

studentaccountability@pugetsound.edu
253-879-3439

- If you have questions about or are alleged to have violated the Student Integrity Code

Instrumental Collaborative Piano Policies and Procedures

Introduction

These policies implement the School of Music's Collaborative Piano Program core principles—equity, clarity, efficiency, and trust—to ensure every student receives the rehearsal, lesson, and performance support they require, and every pianist delivers within a clear, fixed contract. All scheduling, music submissions, and requests flow through the Collaborative Piano Coordinator to guarantee transparency and consistency. Together, these rules ensure fair access for students, sustainable contracts for pianists, and responsible stewardship of School of Music resources.

Definitions

- “SOM”: School of Music
- “Pianist”: A SOM staff Collaborative Pianist
- “CPC”: Collaborative Piano Coordinator
- “Contract Hours”: The nominal number of hours in the pianist's contract which establishes the maximum workload to be assigned to the pianist.
- “Covered Gigs”: All rehearsals, lessons, and performance events which are part of the student's degree requirements, and are therefore expected to be provided by the pianist and compensated by the pianist's fixed-hour contract.

Policies

Covered Gigs

The following is a list of all events where the School of Music provides a pianist at no cost to the student. Pianists and students are advised to communicate as early in the semester as possible to plan ahead. Pianists are strictly prohibited from soliciting out-of-pocket student payments for any covered gigs.

- Rehearsals and studio lessons for students assigned to the Collaborative Pianists
- Any rehearsals and studio lessons for required degree recitals. Note: the hearing, dress rehearsal, and actual recital are remunerated under a separate, additional fee (see below).
- Rehearsals and studio lessons for Concerto/Aria Competition preparation
- Noon Convocation performances
- Library Concerts, Women's League Performances
- Juried Exams
- Studio Classes
- On-campus Master Classes by Faculty and Visiting Artists
- Providing collaborative piano for simulated lesson/rehearsal for faculty interview purpose

APPENDIX C : COLLABORATIVE PIANO POLICIES AND PROCEDURES, CONTINUED

Additional Events Covered by SOM Pianists

- **Required degree recitals*:**
 - Senior Recital (60 minute program): SOM provides an extra fee of \$250 to the pianist which covers:
 - One 30-minute recital hearing
 - Full dress rehearsal
 - Full recital
 - Other rehearsals should be included in the pianist's weekly contract hours
 - Junior Recital (30 minute program): SOM provides an extra fee of \$150 to the pianist which covers:
 - One 30-minute recital hearing
 - Full dress rehearsal
 - Full recital
 - Other rehearsals should be included in the pianist's weekly contract hours
- * Any degree recital exceeding the required program length (30 minutes for Junior Recitals and 60 minutes for Senior Recitals) must be approved in advance by both the Area Chair and the Director.*
- Concerto Aria Competition, SOM provides \$150 per student entry to the pianist:
 - The fee covers the performance on the day of the competition and the Spotlight Recital (if applicable)
 - All rehearsals should be included in your assigned hours

Not Covered by the SOM in any way*

- Non-required student recitals or performances. If the recital or performance is approved by faculty, rehearsals are included in the pianist's contract hours, however the hearing, dress rehearsal, and recital are a separate fee paid by the student directly to the collaborative pianist at a rate of \$150 for up to 30 minutes of performance and \$250 for 30-60 minutes of performance
- Off-campus performances
- Performance in outside competitions and workshops, either on or off campus (e.g., NATS, WSMTA).
- Recordings, audio or video, for graduate school auditions or external competitions

*It is the sole responsibility of the pianist and student to negotiate a separate fee for any event not covered by the SOM.

**The School of Music accepts no responsibility for the absence of clear understandings between students and Collaborative Pianists.

Jury Music Submission and Pianist Request Process

All jury music submission and pianist requests must be done through the Jury Pianist Request Google Form. The Music Office will send out the form in the second week of the semester, and students will receive an email with submission instructions from the Music Office. All requests must be submitted no later than the end of week four of the semester. If a student misses the deadline, they will not be guaranteed a School of Music provided pianist.

Students or Faculty may request their Collaborative Pianist as early as possible in the semester and even plan ahead for the upcoming school year with their requested pianist; all of this should be requested through CPC.

APPENDIX C : COLLABORATIVE PIANO POLICIES AND PROCEDURES, CONTINUED

Pianist Scheduling

- Scheduling for rehearsals should be done through the shared Google Sign-up Sheet. The Sign-up Sheet should be accessible to both the student and their applied teacher.
- The student and the Collaborative Pianist are accountable for setting up practice times, attending rehearsals, being on time, and coming prepared.
- If a pianist is expected to be at a rehearsal and is delayed, the Music Office or CPC should be contacted with relevant details immediately.
- Rehearsals and lesson visits should be scheduled in 30-minute intervals.

Student Responsibilities

- Supply the Collaborative Pianist (through the Jury Pianist Request Google Form) with complete, legible, neatly organized music at the beginning of the semester, no later than week four of the semester. After week four, students are no longer guaranteed a SOM Collaborative Pianist for juries.
- All scores must be submitted digitally through the online form (above).
- Sign up for all rehearsals at the beginning of the semester. Signing up for rehearsals as early in the semester as is feasible. This is important pedagogically for students, but also assures the Collaborative Pianist will not be over committed at the end of the semester.
- Inform the pianist of all performance dates and times in a reasonable, timely fashion.
- Account for time/rehearsals. Each student will know how many collaborative-piano hours they are allotted in a given semester. The student is responsible for signing up for rehearsal and lessons times using the shared Google Sign-Up Sheet.
- If a student fails to show up for a rehearsal without reasonable advance notice, they forfeit that time. Furthermore, they should understand that in doing so, they're essentially taking that time from one of their peers who could have used it.
- In consultation with the studio professor and collaborative pianist, students may be approved to give a non-degree recital. If approved, the preparation may be included within allotted hours. The recital fee will be paid by the student directly to the collaborative pianist no later than two weeks before the recital. A non-degree recital is paid at a rate of \$250 for a full recital and \$150 for a half-recital. This fee includes the recital hearing, dress rehearsal and recital.

Pianist Responsibilities

- Proactively manage their schedule and balance student and teacher requests to ensure all covered gigs are delivered and studio-class coverage is equitable.
- Maintain an accurate Google rehearsal sign-up sheet representative of all their 'covered gigs'. Google sign-up sheets should be visible for faculty and students all semester.
- Conduct all scheduling correspondence over email. If you schedule something over the phone, text, or verbally, that's fine, just follow it up with an email. If it's not in writing it did not happen.
- Promptly contact each student after collaborative piano assignments have been made to establish contact/relationship.
- Coach their assigned student(s) as needed, providing feedback as a professional collaborator (beyond simply accompanying), in collaboration with the studio professor.
- Attend all covered gigs with punctuality.
- In the interest of professionalism and fairness, each lesson or rehearsal should be no shorter

APPENDIX C : COLLABORATIVE PIANO POLICIES AND PROCEDURES, CONTINUED

than 30 minutes.

- Monitor who has and hasn't rehearsed yet, and make contact with relevant faculty by mid-semester if a student has not yet scheduled any covered gigs.
- Communicate with faculty on student progress regularly as needed.

Faculty (Studio Teachers) Responsibilities

- Encourage students to sign up for rehearsals with their assigned pianist as early as possible.
- Communicate with Collaborative Pianists on student progress as needed (faculty should feel free to use the pianist as an extra set of eyes and ears on the student's progress).
- Set up studio class visits in advance.

Assignments

- Assignments for Collaborative Pianists are made by CPC in coordination with the Director of the SOM. Assignments shall be made toward the goal of efficient use of school resources. Once assignments are made, CPC distributes scores to pianists. Faculty and student requests for Collaborative Pianists should be referred to CPC. The CPC shall furnish justification for assignments upon request.

Cancellation / No-Show

If a student cancels an engagement with less than 24 hours' notice, that time is forfeited from their allotted hours. If a pianist cancels an engagement they must provide a make-up session.

Emergency Substitution

In the case that a pianist is unavailable for a covered gig that is a performance, the SOM is responsible for either furnishing a replacement pianist, or rescheduling the event.

Dispute Resolution

If a student or pianist disputes Covered-Gigs scope, escalate to the CPC within five business days; final appeal goes to the Director of School of Music.

Program Contacts

- Collaborative Piano Coordinator:
Dr. Isabella Jie - ijie@pugetsound.edu
- School of Music Director
Dr. Tracy Doyle - tadoyle@pugetsound.edu

Protecting Your Hearing Health

Student Information Sheet on Noise-Induced Hearing Loss

National Association of Schools of Music Performing Arts Medicine Association

Welcome to the University of Puget Sound, and welcome to studying music at the college level!

- Hearing health is essential to your lifelong success as a musician.
- Noise-induced hearing loss is largely preventable. You must avoid overexposure to loud sounds, especially over extended periods of time.
- The closer you are to the source of a loud sound, the greater the risk of damage to your hearing.
- Sounds over 85 dB (the level of noise produced by an average vacuum cleaner) in intensity pose the greatest risk to your hearing.
- Risk of hearing loss is based on a combination of sound or loudness intensity and duration.
- Recommended maximum daily exposure time (NIOSH) to sounds at or above 85 dB are as follows:
 - 85 dB (vacuum cleaner) – 8 hours
 - 90 dB (blender, hair dryer) – 2 hours
 - 100 dB (lawnmower) – 15 minutes
 - 110 dB (rock concert, power tools) – 2 minutes
 - 120 dB (jet planes at takeoff) – sound damage is almost immediate without ear protection
- Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume, etc.) can help reduce your risk of hearing loss. Be mindful of the volume on your earbuds and headphones!
- The use of earplugs and earmuffs in noisy settings can help protect your hearing health.

Day-to-day decisions can impact your hearing health, now and in the future. Since sound exposure occurs in and out of school, it is important to be aware of protecting your hearing at all times.

If you are ever concerned with your hearing health, please consult a medical professional.

Protecting Your Hearing Health: Student Information Sheet on Noise-Induced Hearing Loss

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CONTACT US

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