

Manhattan School of Music
Precollege Division

Student
Handbook
2011-2012

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QUICK REFERENCE

General Inquiries		precollege@msmnyc.edu	917-493-4999
Kelly Sawatsky	Executive Director	ksawatsky@msmnyc.edu	917-493-4077
Thomas Heflin	Program Manager	theflin@msmnyc.edu	917-493-4471
Scott Lindroth	Performance Coordinator	slindroth@msmnyc.edu	917-493-4492
Tiffany Bizup	Administrative Assistant	tbizup@msmnyc.edu	917-493-4481

Websites:

Manhattan School of Music	http://www.msmnyc.edu/precollege
MSM Student Website	http://www.msmstudents.com/PrecollegeStudents.aspx
MSM Email Account	http://www.outlook.com (enter MSM email and password)
Virtual Scheduling (practice rooms)	http://scheduling.msmnyc.edu/
Library	http://library.msmnyc.edu
Grove Online Access	http://www.grovemusic.com (use barcode on ID to access)
Streaming Audio Services	http://library.msmnyc.edu/screens/audiostream.html

We wish you all the best for a successful year
at Manhattan School of Music Precollege!

CALENDAR 2011-2012

Manhattan School of Music Precollege Division	September 10	September 17	September 24	October 1	October 8	October 15	October 22	October 29	
	Bursar Open 8 a.m. - 2 p.m. Fall Tuition Deadline: Aug. 9, 2011	Bursar Open 8 a.m. - 2 p.m.	Add/Drop deadline	Orchestra seating auditions (strings only)	Closed <i>Yom Kippur</i>				
						<i>Recording Saturday</i>	<i>Recording Saturday</i>	<i>Recording Saturday</i>	
	November 5	November 12	November 19	November 26	December 3	December 10	December 17	December 24	
		Jazz Concert 11:00 Symphony 7:00 Philharmonic 8:00	Jazz Concert 11:00 <i>No Borden</i> Concerto Competition 16+: piano & strings 12+: wind, brass, perc <i>Recording Saturday</i>	Closed <i>Thanksgiving Holiday</i> 11/24		Concerto Competition 12-15: piano, strings 11 & under: all instruments	Concert Orch. 9:30 Senior Select 10:30 Youth 11:30 Manhattan Chorale 2:30 Repertory 7:30 <i>Recording Saturday</i>	Closed <i>Holiday Break</i>	
	<i>Recording Saturday</i>	<i>Recording Saturday</i>	<i>Recording Saturday</i>						
	December 31	January 7	January 14	January 21	January 28	February 4	February 11	February 18	
	Closed <i>Holiday Break</i>	Bursar Open 8 a.m. - 2 p.m. Spring Tuition Deadline: January 13, 2012		Spring Semester Begins Bursar Open 8 a.m. - 2 p.m. <i>Recording Saturday</i>			Symphony 7:00 Philharmonic 8:00	Closed <i>Winter Break</i>	
							<i>Recording Saturday</i>		
	February 25	March 3	March 10	March 17	March 24	March 31	April 7	April 14	
			Concert Orch. 9:30		Jazz Concert 11:00	Jazz Concert 11:00	Closed <i>Spring Break</i> Passover 4/6-13 Easter 4/8		
		<i>Recording Saturday</i>			<i>Recording Saturday</i>	<i>Recording Saturday</i>			
	April 21	April 28	May 5	May 12	May 19	May 26	June 2		
	Opera Workshop 11:30	Jury Day		Concert 9:30 Senior Select 10:30 Musical Theater 11 Youth Chorus 11:30 Symphony 2:00 Manhattan Chorale 2:30 Graduation 5:45 Repertory 7:00 Philharmonic 8:00 <i>Recording Saturday</i>	Audition Day	Closed <i>Memorial Day Weekend</i>	Call back Day		
	<i>Recording Saturday</i>		<i>Recording Saturday</i>	<i>Recording Saturday</i>					

INTRODUCTION

This Handbook is intended to answer students' questions regarding policies and procedures. It also includes certain other useful information. If an area of concern or question is not covered by the Handbook, a student or parent may address his or her questions to the Precollege Office. The information is subject to change from time to time, and the School reserves the right to add, remove or alter the policies contained in this Handbook without notice.

SERVICES AND GENERAL INFORMATION

MSM STUDENT WEBSITE

<http://www.msmstudents.com/PrecollegeStudents.aspx>

The Precollege Student website is frequently updated with announcements and lists recitals for concert attendance. Students may access their MSM email, grades, and schedules from this site.

MSM PRECOLLEGE WEBSITE

<http://www.msmnyc.edu/precollege/>

CONCERT DRESS

Philharmonic & Symphony Orchestras:

Men: Black suit or tuxedo, white shirt, black bow tie, black shoes and black socks.

Women: Black pants and black shirt with a minimum of $\frac{3}{4}$ length sleeves. No sleeveless tops or t-shirts. A full length skirt or dress may be worn in place of pants. When sitting, the skirt must fall mid-calf or longer. Ladies should wear black nylons or stockings and black, closed-toe shoes.

Repertory Orchestra:

Men: Black suit, white shirt, tie, black shoes and black socks.

Women: Black pants and black shirt with a minimum of $\frac{3}{4}$ length sleeves. No sleeveless tops or t-shirts. A full length skirt or dress may be worn in place of pants. When sitting, the skirt must fall mid-calf or longer. Ladies should wear black nylons or stockings and black, closed-toe shoes.

Concert Orchestra:

Men and Women: Concert dress. No jeans, shorts, sweat pants, t-shirts or sneakers. Dresses must fall past the knee when seated.

Recitals/Chamber Music:

Concert dress. No jeans, shorts, sweat pants, t-shirts or sneakers. Dresses must fall past the knee when seated.

CONCERT ETIQUETTE

An important part of the education provided in Precollege involves behavior during concerts. Entrance into the hall during concerts is allowed only during applause between pieces. Please inform your guests of this policy.

DINING HALL

The dining hall is open for you to enjoy your breakfast and lunch.

A tax exempt Precollege Declining Balance Meal Plan is available to all Precollege students. For more information, please contact Chartwell's Dining Services at chartwells@msmnyc.edu or 917-493-4442.

EMAIL

All Manhattan School of Music Precollege students are assigned an email address through the IT Department. The Precollege office will conduct most communications electronically through the assigned MSM email accounts. Open-access computer terminals are available for use in the library. Instructions on how to access email can be obtained from the IT Department at infotech@msmnyc.edu.

FERPA POLICY

Basic requirements for compliance: Each educational institution must

1. Prevent improper disclosure of personally identifiable information from education records.
2. Provide opportunity for challenge of the contents of education records as required by FERPA and the regulations.
3. Maintain adequate records of requests and disclosures.

Directory Information, consisting of the following, may be disclosed upon request, provided that the student has not returned an *Authorization to Withhold Directory Information* form. A list of such students will be supplied to relevant departments in a timely manner.

- Name
- Telephone numbers
- Addresses
- Date and place of birth
- Major
- Honors & awards
- Photograph
- Classification

- Dates of enrollment
- Graduation
- Distinctions

Disclosure of non-directory educational information to parent(s)/legal guardian(s) may be made:

1. Anytime the School has written consent of the student on file (*Authorization to Disclose Non-Directory Education Records to Parents)/Guardian(s)* form).
2. Anytime the School has determined that the student is legally a dependent of the parent according to the Internal Revenue Code of 1986, Section 152.
3. In an emergency, if the knowledge of information is necessary to protect the health or safety of the student or other persons.
4. Regarding the student's violation of any federal, state, or local law, or of any School policy or rule governing the use of alcohol or a controlled substance under FERPA guidelines.
5. At other times as judged appropriate within FERPA guidelines.

The School may disclose non-directory educational information to other parties without the written consent of the student:

1. To school officials who have a legitimate educational interest in the records.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. If required by a state law requiring disclosure that was adopted before November 19, 1974.
5. To organizations conducting certain studies for or on behalf of the School.
6. To accrediting organizations to carry out their functions.
7. To comply with a judicial order or a lawfully issued subpoena provided that the institution makes a reasonable attempt to notify the student in advance of compliance (unless the order specifically disallows notice).
8. To appropriate parties in a health or safety emergency, to parents regarding the violation of any federal, state or local law or of any institutional policy or rule governing the use of alcohol or a controlled substance.
9. To release the results of a disciplinary hearing to an alleged victim of a crime of violence.
10. At other times as judged appropriate within FERPA guidelines.

The student's written consent is required to release non-directory information in other circumstances. Such written consent must:

1. Specify the records to be released.
2. State the purpose of the disclosure.
3. Identify the party or class of parties to whom disclosure may be made.

4. Be signed and dated by the student. A completed *Authorization to Release Education Record Information* form must be received.

When disclosure is made without the student's written consent, circumstances in which records of disclosure are maintained includes but are not limited to:

1. Parent (either custodial or non-custodial) of the eligible student.
2. Response to a lawfully issued court order or subpoena
3. External research purposes where individual students have been identified
4. Response to an emergency.

Each department that maintains education records will keep a *Department Log of Student Request to Review Personal Education Record Information*

HEALTH

In medical emergencies, a member of the Precollege staff will contact Manhattan School of Music security guards. **No medication can or will be dispensed by any member of the Precollege staff or faculty.** Students who have an illness or a special condition should alert the office. The school will contact parents or guardians immediately when illness or accidents occur.

IDENTIFICATION CARDS: STUDENT AND PARENT

Students: All students are issued a photo ID. This card must be carried at all times and is a requirement for entrance into the School. If a student arrives without his or her ID, a temporary student pass will be issued for \$1. If a student has lost his or her student ID, a replacement ID can be issued at a cost of \$40.

Parents: A Parent ID card is issued by the precollege office. One card is issued per parent/guardian. Replacement cards can be issued at a cost of \$1. Precollege parents/guardians are required to have in their possession a Precollege issued parent/guardian ID at all times when in the building.

LIBRARY

The Peter Jay Sharp Library offers students superb collections and a wide range of services, all focused on serving students' musical and academic interests and needs. It is located on the second floor. Food and drink are strictly prohibited in the library. Please be respectful of others and keep conversations to a minimum. Please do not re-shelve scores or books. Shelving is done by library personnel only.

Students may borrow circulating books and scores for four weeks; CDs, DVDs, and other audiovisual materials for one week. Course reserve materials and recordings of School performances may be used within the Library only, for two hours. Reference books and scores, periodicals, and Manhattan School of Music theses also may be used within the Library only, but with no time constraints. While you can help yourself to most print materials, as they are on the open shelves, audiovisual materials, course reserves, and

certain books must be asked for by call number at the rear circulation desk, located in the back near the listening room.

Responsibility for Library Materials

The person who signs out a library item is responsible for its return, complete and in the same condition in which it was borrowed, on or before the due date stamped in the item. For chamber music, the person who signs out a set of parts is responsible for the return of all of the parts, together and complete. We do not accept returns of incomplete sets or individual parts.

Fines and Replacement Charges

Due dates are stamped in each item. Overdue notices are sent to your student e-mail account; according to School policy, you are responsible for checking your e-mail on a regular basis. We send these notices as a courtesy only; you are responsible for keeping track of the materials you have checked out.

For circulating materials, the overdue fine is 15¢ for each day the Library is open, except for CDs and DVDs, which are 50¢ per day (15¢ per day for Precollege students). In addition, there is a \$1.00 charge for returning a CD without its paper sleeve. The overdue fine for two-hour loans is 50¢ per hour. After your third notification that an item is overdue, or if your fines reach \$10.00 or more, you will be blocked from borrowing until you clear your record.

The replacement charge for an item lost or returned incomplete is the current retail price plus \$15.00 for binding and other processing. The replacement charge for an out-of-print item is usually \$50.00, to cover the cost of purchasing, cataloging, and binding a new edition.

NOTE: Students may not register for classes, receive transcripts or graduate from the Precollege if they have a library hold.

LOST AND FOUND

Please report all thefts and lost items to the front security desk of Manhattan School of Music. You are strongly encouraged to not leave instruments, books, music, and valuables unguarded anywhere in the building. MSM is not responsible for personal belongings (including instruments). Students are advised to carry their own insurance on instruments and other valuables.

NON-DISCRIMINATION STATEMENT

Manhattan School of Music admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Manhattan School of Music. It does not discriminate on the basis of gender, sexual orientation, religion, age, disability, race, color, or national or ethnic

origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

SCHOOL CLOSINGS

In the event of severe weather or other emergencies that warrant it, the Precollege Division may suspend instruction. Such decisions are necessarily made on short notice. However, please be aware that the Precollege Division rarely closes. Announcements of closings are made on radio station WINS (1010 AM).

OFFICE RESOURCES

COMMUNITY SERVICE

Precollege students are given the opportunity to volunteer on Saturdays to fulfill community service hours or for their own personal enrichment. Volunteer opportunities include: theory and ear training tutoring, performance opportunities, and audition day helpers. Precollege students interested in volunteering should email their name, age, instrument, and time they are available to volunteer on Saturdays to precollege@msmnyc.edu. If interested in theory and ear training tutoring, please provide your current theory and ear training level.

FINANCIAL AID

Returning students who are interested in financial aid are required to submit a financial aid form and a federal tax return every year by May 1. Financial aid is primarily need-based, although grades, attendance, and commitment to musical studies are considered as well.

PRACTICE ROOM INFORMATION

Practice rooms may be scheduled through the MSM Scheduling website: <http://scheduling.msmnyc.edu/Login.aspx>. Students have a one-week window prior to each upcoming Precollege Saturday in which to schedule their room. This window occurs between 8 a.m. the Sunday prior to the date requested and 8 a.m. on the morning of the date requested.

Please be aware that practice rooms are available to Precollege students only on Precollege Saturdays. There are no weekday practice room reservations for Precollege students. Students are permitted to schedule no more than one hour of practice time per Saturday. Practice time is carefully monitored by the Precollege office each Saturday. Violation of the above rules and regulations will result in loss of practice room scheduling privileges.

These rooms are for student practice only. If you need a larger space for a chamber music rehearsal you may email the Precollege office to inquire about reserving a classroom. These will be given on a space-available basis only.

RECITAL PROCEDURES AND REQUIREMENTS

Performers Showcase

Performers Showcase gives students the opportunity for individual and group performances. Performers Showcase takes place approximately once a month, and is open to the public. To sign up for a showcase, students will need to submit an agreement form to the Precollege office. Forms are accepted three weeks before each scheduled showcase. Forms will not be accepted before this three-week window. Spots are available on a first come, first serve basis.

Studio & Student Recitals

Studio recitals are an opportunity for students to perform with other members of their teacher's studio. Non-graduating student recitals and studio recital requests are submitted by the teacher. A graduating senior is permitted, but not required, to schedule and perform an entire fifty-minute graduation recital. Graduating students can schedule their own senior recital by submitting a Senior Recital Application.

Recital Reception Policy

The Precollege office provides reception space for Precollege student recitals. To reserve space, submit a *Reception Request Form* to the Precollege office at least two weeks prior to the requested date.

RECORDING DEPARTMENT

Recording Request

- For session or recital times on Saturdays until 6 p.m., contact the Performance Coordinator in the Precollege office
- For session times Sunday through Friday, and Saturday after 6 p.m., contact the Recording & Distance Learning Department at ext. 4075
- The Precollege Division or the Recording & Distance Learning Department will help you complete a recording request form that will be sent to the attention of the chief engineer of Myers Recording Studio to be processed
- Within approximately five business days of receipt of request form, you will receive a confirmation call as to whether the studio will be able to honor your recording request. A copy of your request form will also be mailed to you. Recording sessions are not confirmed until you have received a finalized copy of your request form.

Recital Recordings

- Students may request to have their recitals recorded by submitting a *Recital Recording Request Form* to the Precollege office.
- Recital recordings are only available for recitals on designated Recording Saturdays.

- Submitting the Recital Recording Request Form does not guarantee a student a recital recording. The form will be sent to the attention of the chief engineer of Myers Recording Studio to be processed. Within approximately five business days of receipt of request form, you will receive a confirmation call as to whether the studio will be able to honor your recording request. A copy of your request form will also be mailed to you.

REPORT CARDS AND TRANSCRIPTS

Students may view their grades for every completed semester on the student website (<http://www.msmstudents.com/PrecollegeStudents.aspx>). A transcript of each student's grades is maintained on file in the Precollege Division office. The office will honor requests for transcripts to be sent to colleges for admissions. There is a fee of \$5 per transcript. Please allow five business days to process your request. To request a transcript, please complete the Transcript Request Form.

TUITION

The Precollege Division is a full year program, billed on a semester basis.

A full listing of current tuition and fees is available at <http://www.msmnyc.edu/Precollege/Tuition-Fees>

An invoice for each returning student of the Precollege Division will be sent out well in advance of the beginning of each semester. Payment in full is due on August 9, 2011 for the fall semester and January 13, 2012 for the spring semester. Newly admitted students will be billed at the time of registration, and payment will be due before lessons and classes commence. Registration and application fees are nonrefundable. In certain cases, students requesting a college faculty member as their primary or secondary teacher will be assessed a surcharge.

Please note: There will be a \$750 surcharge per semester for 60-minute lessons with college teachers and a \$500 surcharge per semester for 40-minute lessons with college teachers.

Deferred Payment Plan

A deferred payment plan is available for those unable to meet the regular method of payment. The payment due dates for 2011-2012 are August 9, 2011 and October 7, 2011 for the fall semester and January 13, 2012 and March 9, 2012 for the spring semester. A late payment fee will be assessed for each scheduled payment that is missed.

Monthly Payment Plan

This plan is administered by the Academic Management Services Corp (AMS), which offers a low-cost schedule of payments over 9 months. The monthly schedule for the school year runs from July 1 through March 1 and there is a \$55 enrollment fee. The contract amount must cover the fall and spring tuition and fees. Contact AMS at 1-800-635-0120 or at their Web site (www.amsweb.com).

Refund Policy

If it is necessary for a student to withdraw completely from the Precollege Division or from an individual course carrying an additional charge, the Precollege Administration must be notified in writing. The date on which written notification is received by the Precollege Office will be considered the date of the student's withdrawal. Students withdrawing from the Precollege Division after the first day of classes are still responsible to pay for fees and a portion of the tuition. Students on scholarship will receive a prorated amount of scholarship based on their withdrawal date.

The **tuition due** will be based on the following schedule. As well, students will receive a portion of their allocated scholarship based on the following schedule:

20% – weeks 1 & 2
30% – week 3
40% – week 4
50% – week 5
60% – week 6
70% – week 7

No refunds will be made after the seventh week. The \$500 required reservation deposit for students is nonrefundable and nontransferable.

For further information on Office of Student Accounts office hours and contact information, please visit: <http://www.msmnyc.edu/Offices/Student-Accounts>

UPDATE ADDRESS OR PHONE

It is important that the Precollege office has up-to-date information on both parents and students. Please e-mail us regarding any information changes to address or phone contact details. Please note that the primary form of communication is via email to the student's MSM email account.

ACADEMIC & PERFORMANCE CURRICULA

The curriculum of the Precollege Division has been carefully devised to assure a thorough musical education.

A typical program of study includes:

- A private 60 or 40 minute lesson
- Classes in theory and ear training
- Performance in a large ensemble or small ensemble (as assigned)
- Performing opportunities
- Elective courses
- Concert Attendance
- Jury

LESSONS

Each student is entitled to one 40- or 60-minute lesson for 29 weeks. The 30th lesson is reserved for juries. All 60-minute lessons last only 55 minutes. All 40-minute lessons last only 35 minutes. The 5 minute grace period is necessary in order for the students to reach their next class on time, and for faculty moving from room to room to begin his/her lesson on time.

SUPPLEMENTAL LESSON POLICY

In the event a studio teacher concludes that a student would benefit from supplemental lessons, the faculty member is required to notify the Dean of the Precollege Division. The teacher should discuss the issue with the student and parents, and together decide on a course of action. If supplemental lessons are agreed to by all parties, the teacher is responsible for informing the student and parents of his/her private fee before any supplemental lessons are scheduled. Supplemental lessons may not occur on School property.

A studio teacher may never compel students to take extra lessons for a fee.

THEORY/EAR-TRAINING

Theory and Ear Training Classes (Classical)

Courses in music theory and ear training are a mandatory part of every student's study and complement private instruction. Regular attendance is required.

- **Elementary Theory and Ear Training** (grade 4 and below)
Elementary Theory provides students with a fundamental background in the development of coordination and rhythmic awareness, listening awareness, responses to pitch, dynamics and tempo, and emphasizes basic reading skills.
- **Junior Theory and Ear Training** (grades 5-8)
This level involves study of scales, intervals, chords, melody harmonization, and form with appropriate analysis and creative work. The ear training levels stress the singing, aural recognition, and writing of all elements studied in the theory classes. The materials used are selected from music literature appropriate to the age level and degree of advancement of the students.
- **High School Theory and Ear Training** (grade 9 and above)
This level is a comprehensive study of the elements of music from rudiments through chromatic harmony. Areas covered include melody, harmony, part writing, form and analysis, counterpoint, orchestration, and some elementary compositional techniques. Corresponding ear training courses cover rhythmic solfège, melodic sight singing, rhythm and movement, diatonic-modal improvisation, harmonic perception, contemporary sight singing, dictation, and advanced choral literature survey.

Theory, Ear Training, and History/Styles/Analysis Classes (Jazz)

- **Jazz Theory I**
This course covers jazz theory on a basic level, and it is designed to help students develop the necessary theoretical foundations in order to be able to improvise, arrange, and compose.
- **Jazz Theory II**
The Jazz Theory II curriculum involves a study of topics such as chord function, extension and alteration, common chord progressions, scales, key relationships, superimposition, form, modulation, re-harmonization, rhythmic permutation, voice leading, counterpoint, composition, arranging and ear training. Traditional or classical harmonic principles and their relevance in jazz settings will also be studied.
- **Jazz Theory III**
Jazz Theory III focuses on the practical application of theory to the students' writing and playing. Subjects covered in Jazz Theory I and II will be reviewed and utilized as a basis for compositional techniques.
- **Jazz Theory IV (Theoretical Applications in Jazz Arranging and Composition)**
This course will include guided instruction in jazz arranging and composition using the tools and techniques learned in Jazz Theory I, II, and III. Laboratory groups will include members of the class as well as school ensembles.
- **Jazz Ear Training A**
This class will cover, *with an emphasis on fluency*, intervallic dictation and singing, rhythmic dictation and tapping, simple harmonic dictation to the 7th degree, simple sight-singing, and simple melodic dictation, as well as an introduction to the art of transcription of jazz solos.
- **Jazz Ear Training B**
This class will cover, *with an emphasis on fluency*, melodic dictation, sight singing, harmonic dictation to the 9th degree, and harmonic singing (arpeggios of common chord progressions to the 9th degree in jazz standards), as well as a continuation of the art of transcription of jazz solos.
- **Jazz History/Styles/Analysis I**
This course provides a yearlong overview of the history of jazz music, including its major innovators, trends, and musical examples. Students will learn about artists and their work and will acquire critical listening skills.
- **Jazz History/Styles/Analysis II**
This course is a continuation of Jazz History/Styles/Analysis I and serves to broaden the base already provided by using more in-depth listening, research, and comparative analyses of works.

PERFORMANCE CURRICULUM

The Precollege Division provides an extensive variety of performance opportunities for our students. Performances include solo recitals, studio recitals, orchestra concerts, jazz concerts, opera workshop, musical theatre, chamber music, chorus, performance classes, concerto competitions, and more. All of our performances are free and open to the public.

Performance Groups

Large Ensembles

Students must audition for positions in large ensembles and will be placed according to their ability. Assignments to all large ensembles are made by the Executive Director, in consultation with the conductors, and are based solely on audition.

- Philharmonic Orchestra
- Symphony Orchestra
- Repertory Orchestra
- Concert Orchestra
- Musical Theatre
- Opera Workshop
- Senior Select Chorus
- Manhattan Chorale
- Youth Chorus

Small Ensembles

Brass, woodwind, percussion, flute, clarinet, guitar, saxophone, double bass, and harp ensembles explore the various literatures. Small ensembles do not require auditions.

Chamber Music

Chamber ensembles are an elective and placement is by the Precollege Administration. Pianists are required to audition for chamber music. Because of the difficulties in matching students by level and requests, there is no guarantee that all students will be placed in a chamber ensemble each semester. Pianists are permitted to take a chamber ensemble elective as the large performance ensemble in their basic tuition. Students wishing to be considered for Chamber Music must complete the Chamber Music Request Form by May 1st of every year.

Performance Opportunities

The Precollege Division stresses performance and thus offers several opportunities in the form of recitals, showcases and concerts. Students are not required to attend each week, but they are always invited to listen.

CONCERT ATTENDANCE

Precollege students are required to attend one approved Precollege concert per semester in order to fulfill the Precollege concert attendance requirement. The Precollege encourages students to attend more than the minimum requirement each semester.

Approved concerts for attendance are posted online at <http://www.msmstudents.com/PrecollegeStudents.aspx>, and are also posted on the lobby board every Saturday.

In order to receive concert attendance, students must have their barcode registered prior to attending a concert. To register your barcode, please visit <http://www.msmstudents.com/PrecollegeStudents/BarcodeRegistration.aspx>.

To view your concert attendance progress you may visit
<http://www.msmstudents.com/PrecollegeStudents/MyInfo.aspx>.

Concert Attendance Procedure:

- Students must have their bar code ID scanned before the concert begins (no late entry)
- Students must have their bar code ID scanned at the end of the concert (no early departure)
- Parents may not scan bar code IDs on behalf of a student
- Students may not receive concert attendance for a concert in which they perform

JURIES

Juries will occur once a year at the end of each spring semester. Juries occur to ensure that a student's progress merits continuation in his or her program of study. Jury scores are also a determining factor in evaluating eligibility for scholarship for the following year.

Every student enrolled in the Precollege Division must be available all day on the assigned date for juries. A jury schedule will be posted on the notice board at least two weeks prior, informing students of the location and time of their individual jury. A student who is absent from his or her jury must make up the jury before the end of the spring semester. The only excused absences for juries are illness and family emergencies. Those who do not make up their juries or fail their jury will not be allowed to return to the Precollege Division the following year.

Students are officially exempted from juries if:

- They are a graduating senior who has been accepted to the Manhattan School of Music College Division
- They began studying with a teacher or entered the Precollege in the spring semester

Accompanists for juries must be requested by the private teacher on the appropriate request form no later than February 1st each year. The accompanist performing the jury must have been present for a minimum of three (3) lessons with the student.

Jury requirements are available at

<http://www.msmstudents.com/Portals/o/Documents/Precollege/Jury%20Requirements%202011-2012.pdf>

ELECTIVE COURSES

Electives are offered in a variety of subjects. With the exception of chamber ensembles, all classes must have a minimum of five students.

Acting for Singers

A class primarily for voice majors of high school age but open to all students who wish to learn more about stage presence, acting, and audition techniques. Audition required for non-vocal majors.

Composition Workshop

Students interested in composition are placed in small groups according to their levels, which range from beginning to advanced. Students receive individual attention and develop techniques and skills for writing for small ensembles and orchestra. Exploration of style, both traditional and experimental, is encouraged.

Conducting

A class in which students learn the fundamentals of orchestral conducting techniques and score reading. Two levels, beginning and intermediate, are offered.

Film Scoring

Introduction to film scoring provides the student with an overview of the fundamentals he /she needs to acquire in order to function in this medium. Film scoring is a highly specialized, creative, knowledgeable and unique form of composition. The film composer must combine traditional and contemporary training as well as have a wide understanding of the technical, historic and creative aspect of marriage between picture and sound, some understanding of the film making process and considerable compositional skills. The class will cover a wide variety of topics with strong emphasis on student projects & participation.

Guitar Ensemble

Guitar Ensemble is a class in which guitar majors explore the growing repertoire for multiple guitars. Works examined and performed are written by prominent contemporary composers for the growing number of professional ensembles around the world. There is also a sizeable number of transcriptions of works by the great masters, such as J. S. Bach, Antonio Vivaldi, and Franz Josef Haydn. Rehearsal skills are stressed, sight-reading is enhanced, and the sense of belonging to a musical community is a goal of the class. All Guitar Ensemble students must be currently enrolled in a primary or secondary guitar lesson with a Precollege Faculty member.

History of Jazz Piano

In this course, students explore the origins, development, and performance of jazz piano music in the United States. We move chronologically from the late 19th century to the end of the 20th century. Emphasis is on piano music but not to the exclusion of other genres. The origins of various styles - including the blues, ragtime, stride and boogie woogie - are examined along with other sundry styles such as swing, bebop, cool jazz, hard bop, and fusion to name a few. Some jazz jargon and theoretical terms are explained, such as the "bridge," "head," and "changes." The study of this subject is enhanced by an extensive array of recordings as well as special guests.

Jazz Improvisation for Non-Majors

Jazz Improvisation for Non-Majors is a course designed to provide the classical major with fundamental concepts needed to compose spontaneously. Blues and basic jazz forms are covered through performance and recordings. Exploration of jazz rhythm is central to the class.

Jazz Keyboard Harmony

This course is an introduction to common jazz keyboard techniques, chord symbols, and chord voicings. The focus is on current jazz performance practice.

Keyboard Skills for Pianists

In this course, pianists are introduced to the principles of score-reading of both chamber music and full orchestral scores. Skills such as transposition, figured bass, and multiple clefs are emphasized. Pianists also gain an understanding of German lieder through reading and transposing these works at sight. Advanced theory skills are applied to the keyboard, particularly with regard to the practice of building chords over a figured bass-line. Aside from building necessary skills for pianists, the curriculum may aid students in testing out of some or all of the college requirements.

Music History

Surveys trends and styles of western music from medieval to the 21st century.

Musical Theatre

Musical Theatre focuses on contemporary Broadway literature through a combination of applied voice, acting, and movement technique. The first semester is devoted to developing the skills necessary to perform this exciting and ever evolving genre, while the second semester is spent working on a performance project selected to utilize the gifts of the ensemble. Audition required.

Opera Workshop

The Opera Workshop is designed for high school students who are interested in musical theater or opera performance. The class works on performance and audition techniques and presents a public performance at the end of the spring semester. Audition required.

Piano Lab

A class in elementary to intermediate piano for non-piano majors. Students having some or no prior training may register.

Piano Literature

A survey of the literature written for piano from Bach to the present with emphasis on the performing legacy left by the great pianists of the past such as Horowitz, Michelangeli, Hess, and Lipatti. History of works will be presented, and in addition to listening to recordings, student will be invited and encouraged to perform the works being studied.

Vocal Accompanying

Vocal Accompanying is an elective course for high school pianists and vocalists who are interested in learning skills that are necessary in order to be a successful accompanist. Students will cover repertoire including art songs, Broadway selections, concert and operatic arias, choral music, and popular music. Skills covered in the class include sight-reading techniques, preparation of the score, improvisation, transposition, matters of style, and ensemble issues specific to singers. Students will have the opportunity to accompany professional singers as well as students.

CONCERTO COMPETITIONS

Several concerto competitions are held annually in various categories. Winners appear as soloists with one of the orchestras in a public concert in John C. Borden Auditorium. Only those students who have been enrolled in the Precollege Division for at least one year prior to the competition and are in good academic standing are eligible to compete.

Competition Rules and Repertoire

- Concerto competitions are open to students who are enrolled at Manhattan School of Music Precollege Division. Students may enter the concerto competition on their primary instrument only. Students must also be in good standing in their classes. Poor attendance, lack of punctuality and poor grades will result in ineligibility.
- Students must have attended Manhattan School of Music for a period of at least one year to be eligible for concerto competitions.
- An official concerto competition entry form, available in the Precollege Office, must be submitted and signed by the primary teacher and conductor **by the deadline** for each competition. Rules and regulations for each competition are listed separately and are available online and in the Precollege Office.
- **Music for all instruments must be memorized.** The only exception will be for groups of three or more performers.
- A list of concertos is available online and in the Precollege Office. You should check with the Executive Director of the Precollege Division if you have any questions regarding a specific concerto, or would like to submit a concerto which is not on the approved list. Concertos performed in the previous year are not acceptable for competition entry.
- The Precollege Division reserves the right to add or remove repertoire from the approved Concerto list based on the size and personnel of the current Precollege orchestras.
- The Precollege Division reserves the right to place winning students with the orchestra it feels is appropriate. Although we try to schedule students for performances in the academic year in which they won, some students may be assigned to perform in the following year. Students must perform the movement with which they won the competition.

- Winning students will perform a maximum of 14-15 minutes. In rare cases, exceptions may occur with prior written approval of the Executive Director in consultation with the conductors.
- Any student who has won a Manhattan School of Music Concerto Competition may not compete again in that age category, and **must wait for two full years to enter in another category.**
- Some concerto scores are not owned by the MSM library and therefore must be rented, sometimes at high cost. If rental is necessary, the parents will be responsible for the rental amount. Teachers should make parents aware of this before a concerto is chosen.

POLICIES & PROCEDURES

ADD/DROP POLICY

If a student wishes to add an individual course or withdraw from an individual course, the Precollege Administration must be notified in writing. Please send requests by e-mail to the Precollege Administration. No changes are confirmed until you receive confirmation from the Precollege Administration that your schedule has been updated.

Change of Schedule Request

Schedule changes are not permitted after the third Saturday of the semester. No changes will be made without a valid reason. Theory & ear-training level changes must be submitted on the *Theory/Ear Training Add/Drop Form* with the recommendation of your current theory/ear training teacher. Please send requests for changes of schedule by e-mail to the Precollege Administration. No changes are confirmed until you receive confirmation from the Precollege Administration that your schedule has been updated.

Change of Teacher Request

If a student wishes to change private teachers, the student must request a change with the Executive Director of the Precollege Division, and fill out the *Change of Teacher Request Form*, no later than the third Saturday of a semester. After that, teacher changes may take place only at the end of the semester. No student, or parent, is permitted to contact a private teacher (other than the one to whom the student has been assigned) without the consent of the Executive Director of the Precollege Division.

ATTENDANCE POLICY

Students enrolled in the Precollege Division are making a commitment to regular Saturday attendance at lessons, classes, rehearsals, and concerts, in the interest of a quality, continuous musical education. Students are expected to resolve other Saturday conflicts so as not to interfere with their attendance at Manhattan School of Music. If any student anticipates numerous absences in a given semester, he or she should feel free to talk to the director about the situation.

- Students are permitted **four (4) absences per semester** before they are subject to reevaluation. Any absence may affect a student's grade. Absences beyond the four

will affect a student's grade and/or placement in the program. Missing one or more classes on a given Saturday will result in a full day's absence, unless the Precollege office is notified at least one week in advance. If advance notice is received, one class missed will be considered a half absence.

- The School, private teacher, and/or orchestra conductor should be notified of absences **at least a week in advance** or in the case of unanticipated circumstances before 9:00 a.m. of the Saturday in question. The absentee list is printed at 9:00 a.m., and a revised list is available the following Saturday. **The student is responsible for contacting his or her private teacher, orchestra conductor, and chamber music teacher directly about an absence.**
- Absences beyond four (4) may affect a student's placement in the program; eligibility for financial aid; scholarship; and entrance into the concerto competitions.

LEAVE OF ABSENCE

A student may take a leave of absence for a maximum of two semesters during his or her enrollment at the Precollege Division. The student must notify the Precollege Administration of his/her wish to take a leave of absence **in writing**. Notification of intent to return to the Precollege Division must be made by November 1 for the following spring semester, and May 1 for the following fall semester. If a student is on a leave of absence for more than two semesters, he/she must re-audition for the Precollege Division.

MAKE-UP LESSON POLICY

Lessons missed due to a student's absence are rescheduled at the discretion of the teacher. Lessons will only be considered for make up if the private teacher is notified 24 hours in advance. Lessons will be made up at the teacher's convenience.

Lessons missed due to a teacher's absence will be rescheduled by the teacher.

If a student misses a make up lesson, the teacher is not required to reschedule the lesson.

No classes or ensembles will be made up.

PRIVATE LESSON/JURY EXAMINATION GRADING

If a student receives a grade between C+ and D- for private lessons or a jury examination, the director and private teacher will meet to discuss the general quality of applied work. If it is agreed that the jury grade is not representative of the student's work, probation will not result, but the grade will remain on the student's transcript. If probation results, it will be for one semester. The student is then reevaluated through a jury examination at the conclusion of the following semester. If the student receives a B- or higher, he or she is taken off probation; if the grade remains between C+ and D-, probation continues until the jury examination at the conclusion of the following semester. If the quality of work has not improved by that time, the student will be dismissed.

Students who receive a failing grade for private lessons or jury examination are immediately dismissed from the Precollege Division.

REGISTRATION FOR RETURNING STUDENTS

Registration materials are made available to all eligible non-graduating students in the spring preceding the coming school year. The completed registration form must be submitted by May 1 accompanied by the required tuition deposit. (See separate schedule of charges.) If a student has not filled out a returning student registration form and submitted it to the office along with the registration fee by May 1, his/her place at the Precollege Division will be forfeited.

Please note that being enrolled at Manhattan School of Music Precollege Division involves a full commitment on Saturdays between the hours of 9:00 a.m. and 6:00 p.m. There will be no schedule accommodations for any outside Manhattan School of Music Precollege activities.

It is also mandatory to complete the financial responsibility contract. If this section is not complete, we will not be able to process the registration form.

SATISFACTORY ACADEMIC PROGRESS

All students are expected to maintain good academic progress throughout their Precollege studies. Good academic standing includes a grade of at least B- in their primary instrument, performance ensemble, and jury examination, and grades of C or better in all other subjects. If a student fails to meet the requirements for good standing, his or her record will be brought under review by the Academic Progress Committee.

Probation: In reviewing student records, the School may place a student on *probation*. Reasons for probation include: failure to meet the year-level requirement; repeated absences, incompletes and/or failing grades; or a consistent pattern of low grades, including a low or failing jury examination grade. Students placed on probation become ineligible for scholarship assistance.

At the conclusion of each semester, the records of all students on *probation* will be reviewed again by the Academic Progress Committee. If satisfactory progress has not been made, the School may take further action, which could include a forced leave of absence or dismissal.

Dismissal: Grounds for dismissal include unsatisfactory academic and/or musical progress, any form of cheating and/or plagiarism or falsification of academic information, or violation of School policies.

Students dismissed at the conclusion of the spring semester are ineligible to attend the Precollege Division during the following academic year; students dismissed at the conclusion of the fall semester are ineligible to attend the School for three consecutive

semesters. Information regarding reapplication to the Precollege Division is available at www.msmnyc.edu/precollege/admission.

Scholarship: A Precollege Division student must maintain a B average, a minimum of B in private lessons, performance ensemble and jury examinations, and a minimum of C+ in all other classes in order to retain his or her scholarship for the following year. No scholarship award is guaranteed from year to year. All Precollege Division students who would like to be considered for financial aid need to submit the Financial Aid Form, along with the tax forms for the previous year, by May 1 of every year.

Graduation: A graduating senior who receives an “F” in any class during the final spring semester will not be permitted to take part in the graduation ceremony. As well, that student will not receive a graduation certificate.

Manhattan School of Music
Precollege Division
Room 010
120 Claremont Avenue
New York, NY 10027
Tele: (917) 493-4999
Fax: (917) 493-4598
<http://www.msmnyc.edu/precollege>

Office Hours:

Tuesday-Thursday 9:00 AM -5:00PM

Friday 9:00 AM-3:00 PM

Saturday 8:00 AM - 6:00 PM

Summer Hours:

Monday- Thursday 9:00 AM – 5:00 PM