

Music Recital General Information Sheet

(Consult with your Applied Music Instructor and/or Area Coordinator assuring you have met all Area Requirements)

I. Registration (*Recital registration is based on your degree*)

<u>Degree</u>	<u>Course # to register</u>
BA, BS, & BM in Education Emphasis	MUS 047 or MUS 048
BM in Composition, Performance, & Jazz Emphasis	MUS 048 and MUS049
MM in Performance	MUS 506-001
MM in Conducting	MUS 506-002
MAT and MST	MUS 506-003

II. Reservations

1. Obtain a Recital Packet from the music office in XSB, room 150. Recital packet is given only when the student has registered correctly for his/her recital.
2. Schedule a rehearsal and a recital dates in either XSB 183 or Cramer Hall 453 with the office staff. You may also schedule your recital off site, as long as it's approved by your adviser.
3. Complete required form(s) and return them to the Music Office with appropriate signatures.

III. Programs

1. To be determined by the student (the student must use the provided PSU Program Format)
2. Programs must be approved by:
 - a. Applied Music Instructor and Area Coordinator (undergraduate students)
 - b. Graduate Committee (graduate students)
3. Give to PSU Music Office for copies
 - a. **Only PSU format will be copied** (50 copies are for student, 9 copies are for PSU Music Office)
 - b. Special programs will be provided by student
4. To announce/post your recital on the Department of Music website, students must send a request to music@pdx.edu.

IV. Post-Recital Signatures (*Obtain required signatures for grade, due one week after recital date and no later than the last day of classes of the term*)

Undergraduate

Applied instructor
Area Coordinator
Department Chair

Graduate

Graduate Committee (3 members)
Graduate Coordinator
Department Chair

V. Off Campus Recital

Undergraduate students must obtain a signature from the Applied Music Instructor or Area Coordinator if they want to do Final Project or Recital off campus. Graduate students are required to obtain one signature from the Graduate Committee.

Important!!!

PROCESS TO BE COMPLETED PRIOR TO RECITAL DATE. Failure to follow instructions in this recital packet will result in a NO PASS grade for the term. The student must reregister and complete the whole recital process again.