



CONSERVATORY OF MUSIC
HANDBOOK

Updated:
August 31, 2020

The Conservatory of Music, by choice and by law, adheres to all federal, state and local laws and to the policies of Purchase College. A detail explanation of the policies, including plagiarism, is available here:

<https://www.purchase.edu/college-policies/index.php#academic>

Conservatory of Music staff and contact information

Conservatory of Music email address: Music@Purchase.edu
Conservatory of Music phone number: 914-251-6700

Director of the Conservatory of Music:	Jenny Undercofler (914-251-6700)
Conservatory Coordinator:	Sue Fleishaker (914-251-6702)
Production Coordinator:	Erica Kelly (914-251-4451)
Administrative Assistant:	Sue Ellen Silber (914-251-6708)
Director of Operations:	Curtis St. John (914-251-6710)
Chief Audio Engineer:	Andy Cardenas (914-251-6717)
Piano Technician:	Jerry Mitkowski (914-251-6713)

Email – It is strongly recommended all students monitor their Purchase email account daily. Official school correspondence and vital information will be sent and disseminated only via Purchase email.

Your advisor - Every student at Purchase College has an advisor. Specific information on the advisor's role in your education is posted here:
<https://www.purchase.edu/faculty-handbook/faculty-responsibilities/academic-advising/>

You are entitled to meet with your advisor by appointment during their regular office hours. You should see your advisor at least once per semester during advising week and your schedule should be approved by your advisor before you register for classes. You will receive your PIN number from your advisor so that you can register online.

Registration – Students are responsible to check and confirm their registration and verify all courses and course sections are correct. This needs to be completed and finalized during the add/drop period of each semester. Do not wait until your registration time.

Course requirements - Current requirements for Conservatory of Music degrees are located online here. Select your program and then select your degree from the sidebar to view 8- or 4-semester plans:
<https://www.purchase.edu/academics/music/>

State University of New York general education requirements (Undergraduates only) -

Information regarding general education requirements can be found here:
<https://www.purchase.edu/offices/registrar/undergraduate-core-curriculum/>

Transfer students - Transfer students' liberal arts credits are evaluated by the Advising Office upon acceptance to the College. Music transfer credits are evaluated by the department coordinator and approved by the Director. There is a limit of 30 music transfer credits for undergraduates and 9 for graduate students.

Covid Guidelines (updated 8.27.20)

Big general thing:

Wear a mask, in the building, unless you need to remove it to blow through your instrument, or sing.

Practice rooms:

1. Practice rooms: first-come, first-serve, but please check the sign on the door. If it doesn't say you can use it, without a mask, don't use it, go find a room that says you can.
2. Follow SPEW.
3. Follow any additional department-specific instructions.
4. Cleaning supplies are located in plastic tubs, in five locations: "lounge" areas on the basement, 1st, 2nd, and 3rd floors; and in the production core. Use the materials and then return them.

Group rehearsals (please keep these to a minimum, sorry):

5. If you need to schedule a rehearsal with other musicians, submit a RoomBook request at least 24 hours in advance (on Friday, if you need it Monday). On the request, detail how many people, and what instruments. Curtis St. John has to approve this, for you to use the room.
6. Treat group rehearsal spaces the same as practice spaces, but additionally please use plexiglass shields if you are working with non-masked music makers. Plexiglass should be returned to 0078, 0081, Recital Hall, or Choral Hall when you are done.
7. You need to finish with all group activity by 1030 PM.

And finally:

8. Please work cooperatively with all building staff, including Performing Arts Center personnel who are helping us this semester.

Attendance - The Conservatory of Music follows the College policies regarding attendance, though more stringent attendance policies may be enforced depending on the course, as outlined in the course syllabi. Part of your training to become professional musicians, is showing up on time, and early is even better! There will be specific policies notated on your syllabi due to Covid and online instruction.

The Office of Disability Resources - collaborates directly with students with disabilities to create accommodation plans, including testing accommodations, in order for students to access course content and validly demonstrate learning. Any student who is requesting accommodations is responsible for identifying themselves as an individual with a disability to the Office of Disability Resources. The mission of the Office of Disability Resources is to enhance the college experience by supporting full participation for students with disabilities. They collaborate with campus partners to provide leadership and guidance, and facilitation of equal access to Purchase College's programs, services, and activities. For those students who may require

accommodations, please call or email the Office of Disability Resources at [914-251-6035](tel:914-251-6035), ODR@purchase.edu.

Recitals - Junior, Senior, MM, Certificate, and Diploma recitals are supervised by the faculty in each department. Before scheduling your recital, make sure your private study instructor is available to attend. Please be sure to register for the recital as well, students must be registered for it in order to receive a grade in that semester only. This grade gets entered on your official transcript and is a requirement.

Academic probation - The Conservatory of Music follows the College wide policy regarding academic probation. The policy can be found here: <https://www.purchase.edu/live/blurbs/1047-academic-probation>

Professional (i.e. Conservatory of Music) probation - The guidelines for professional conduct and probation in music are outlined here: <https://www.purchase.edu/live/blurbs/1044-professional-standards-bfa-musb-mfa-and-mm>

Dismissal - Failure to satisfy terms of probation results in dismissal from the college. Dismissal is normally preceded by a probationary period; however, serious breach of professional conduct may lead to immediate dismissal. Dismissal decisions are the prerogative and responsibility of the Director, in consultation with the board of study.

Copies of all letters relevant to warning, probation, and dismissal are placed in the student's file, and immediate notification is forwarded to the student and the Registrar. The Registrar communicates these decisions to the Offices of Student Accounts, Student Affairs, Academic Affairs, Financial Aid, Scholarships, and Residence Life.

Right to appeal - Students are entitled to appeal their dismissals to the Dean of the School of the Arts.

Leave of absence – There are two types of leave, personal and medical. Speak with your advisor if you feel you need to take a leave of absence. Guidelines and process for applying for leave are College-wide and can be found here under the “Leaves of Absence, Withdrawals, and Dismissals”: <https://www.purchase.edu/college-policies/index.php>

Readmission - Policy regarding readmission is College-wide and can be found here: <https://www.purchase.edu/live/blurbs/1489-readmission>

Student recital and senior project guidelines - Specific guidelines and expectations for recitals are available from each department; please see your advisor for more information.

Students are responsible for obtaining all assisting performers necessary for the recital, including any accompanist, stage manager, page turner or usher. Any expenses incurred are the responsibility of the student. Every effort should be made to utilize performers affiliated with the Conservatory. A standard accompaniment fee ranges from \$200 to \$300, depending on repertoire. Accompanists may not charge an accompanist fee if they are performing a chamber music piece, and this piece is being performed to satisfy a course requirement.

All recital scheduling should be finalized with the Director of Operations/Building Manager, Curtis St. John and may be subject to room availability and restrictions. Recital slots in the recital hall are to be limited to specific blocks of time. **12pm-1:30, 2-3:30, 4-5:30, 6-7:30, 8-9:30**. Each of these allows for one half hour of set up time which should also be reserved. Any request outside these parameters is subject to adjustment or denial.

Rehearsal - You may reserve the Recital Hall, subject to availability, for two hours of rehearsal time during the two weeks preceding your recital. Additional time may be possible, depending on availability of the hall. All rehearsal time reservations must be made through the Director of Operations.

Publicity – The Conservatory of Music may take photographs and videos of the daily operations and/or rehearsals and performances throughout the year. These materials may be used for promotional purposes by the College.

Livestreaming – The Conservatory of Music livestreams ensemble concerts and studio recitals that occur in the Conservatory of Music Recital Hall. It is not possible for students to “opt out” of these streams since they involve groups of students. Questions about livestreaming should be directed to Andrew Cardenas, andrew.cardenas@purchase.edu.

Music facilities and equipment - The Director of Operations oversees all space reservations within the Conservatory of Music. Faculty may create room reservations in the Music Building as well as other campus buildings through www.purchase.edu/Roombook. Keys for reservations can also be signed out with the Director of Operations.

It is the responsibility of each faculty, staff and student to secure and/or lock all doors, pianos, equipment, etc. after use. No doors should be left unlocked nor should any equipment be left unattended. Failure to comply may lead to a restriction of access. If you're last out, it's your responsibility.

We ask all faculty, staff and students to leave each space “better than you found it.”

Key Policy - Keys/Swipe-card for practice rooms, lockers, classrooms, pianos, etc., are obtained through the Director of Operations at the beginning of each semester and **must** be returned upon graduation or leaving the Conservatory.

Lockers/Storage - Lockers are located on the basement level of the Music Building, and some Production/Studio Comp are on the third floor and are limited in number. They may be reserved through the Director of Operations on a first come first serve basis. A returning student may reserve their locker/storage for the following year however they must check in with the Director of Operations at the beginning of the school year to confirm they are still using it. If a locker is not claimed on a reservation within the first three weeks of a semester, the student forfeits the locker and all items found inside become property of the Conservatory of Music.

Piano Information and Policies - Piano Technician, Jerry Mitkowski, should be contacted immediately if there is a problem with a piano anywhere in the building. Additionally, every practice room has an envelope pinned to the wall with piano repair request forms. If you encounter a problem, please fill out one of these forms ASAP and put it in the box on Jerry Mitkowski's door.

Tampering with a dehumidifier or altering the room in any way will result in a restriction of access to practice rooms.

Food, drinks, coats, instrument cases, etc. cause damage and do not belong on pianos. Always close down the piano when your work is done. This includes the lid of the case itself, the music desk, front flap and keyboard cover. Windows should be closed at all times. The practice room door should be closed and locked after use.

Do not move pianos under any circumstances. If it becomes necessary to reposition an instrument contact the piano technician. **DO NOT MOVE THE INSTRUMENT YOURSELF.**

Failure to comply may lead to a restriction of practice room access and removal of keys.

Instrument loans - Students required to borrow a Conservatory of Music instrument must bring a written request from their professor to the Director of Operations. Instruments that are signed out to individual students are not allowed to be lent out to anyone else. Instruments must be returned at the end of the semester and failure to return the instrument on time may forfeit the privilege of future loans.

Equipment taken off campus by staff, faculty or students requires written justification and prior approval by the Department Chair. The borrower must provide sufficient levels of insurance as well as assuming liability against theft/loss and damage for the replacement value as opposed to the price that the College paid.

Borrower agrees to keep the equipment clean and properly humidified (when applicable) and the borrower shall be fully responsible for any loss or damage. Conservatory equipment is to be repaired or adjusted only with prior Conservatory of Music permission and equipment shall be returned by the end of the semester in the same condition as loaned, with worn or broken strings replaced.

Equipment is NOT to be loaned to a third party under ANY circumstances.

Copier policy - Use of the copier in the Conservatory of Music administrative office is limited to current faculty and staff. Students have access to print or make copies at the library.

Building hours - The Music Building is open 24 hours a day with possible exceptions during breaks or at discretion of the college and Director of Operations. The office hours of the Conservatory are 9:00am-5:00pm Monday-Friday.

Work/maintenance requests - Work order requests may be submitted via the Facilities Management work order system: www.purchase.edu/WOT/FMG/

Music Building - The use of all spaces and equipment within the Music Building at Purchase College are restricted to instructional programs of the Conservatory of Music and faculty, staff, or matriculated students in the Conservatory of Music. Individual faculty, staff or students of the Conservatory are **not authorized** to permit others to use the facility or the equipment, without the prior approval of the Director of Operations and/or the Director of the Conservatory of Music. All students should carry a valid Purchase ID (MORE) card at all times.

There are no individual practice room assignments in the Music Building. Rehearsal bands of any type (jazz and studio composition/production groups, (acoustic or amplified) are prohibited in practice rooms on the first, second, or third floors as well as recording studios. Jazz Ensemble rehearsal spaces are limited to rooms 0051, 0055, 0086 and 0081. Studio Composition/Production band rehearsal and recording space is available in Room 0081.

Practice Rooms - Only registered and matriculated students in the Conservatory of Music have the privilege to use practice rooms during posted building hours. Students are not allowed under any circumstances to let anyone in practice space or rooms for which that person is not authorized. Good citizenship with regard to the practice rooms requires that the rooms be kept clean and neat. No food or drinks are allowed, and no articles may be left in the practice rooms. Leaving personal belongings in a practice rooms to give the appearance the room is in active use when not, is rude and inconsiderate. Therefore, any practice room not in active use for more than fifteen minutes may be considered available, regardless of the presence of someone else's belongings. Each student is responsible for providing his/her music stand and conservatory stands are not to be removed from rooms. Please make sure you label your

music stand with your name and contact information if lost. Nothing may be placed on the pianos except music on the music rack!

Some chamber rooms are scheduled through www.purchase.edu/RoomBook and have signs posted on the door. These rooms may be used if empty however reservations take priority. Room reservation signs posted on doors by individuals are not valid, however on rare occasion reservation signs will be posted by the Conservatory of Music.

Classrooms - Subject to availability and with the permission of the Director of Operations, classrooms may on rare occasions be reserved for special rehearsals, master classes, and other faculty and/or student use.

Recording studios – Andrew Cardenas is the Chief Engineer and oversees all recording spaces. Studio access is granted through him.

(See next page)

Conservatory of Music Operations Agreement (updated 8/19)

Please review the Conservatory of Music Student Handbook. Print this form and bring to the Director of Operations of the Conservatory in order to obtain any swipe access or building keys you may need.

By signing this form you are stating you've read and understand the rules, regulations, and polices outlined in the Conservatory of Music Student Handbook, that you are bound by these rules, and understand this agreement will remain in effect for your entire tenure as a registered student of the Conservatory of Music.

- **Keys must be returned when I leave the conservatory**
- **Lockers/storage must be reserved by May 31st and check in is required by September 30th**
- **Items in unreserved/unclaimed lockers/storage become property of the Conservatory of Music**
- **Keys, instrument loans, and swipe access is not to be shared with other students**

The Conservatory of Music Student Handbook may be found at:

www.purchase.edu/music

I've read and understand the rules, regulations, and polices outlined in the Conservatory of Music Student Handbook, that I am bound by these rules, and understand this agreement will remain in effect for my entire tenure as a registered student of the Conservatory of Music.

I AGREE:

Name _____ Phone _____ Area of study _____

Signature _____ Date _____