



NEW GRADUATE STUDENT WELCOME PACKET

2025-2026

WELCOME!

Welcome to the graduate program at the University of Oregon School of Music and Dance. We are so glad that you will be joining our community.

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WEEK OF WELCOME

Week of Welcome (WOW) will take place **September 21 – September 28**. During this week, there will be Graduate Entrance Exams (GEE), meetings, orientation sessions, auditions for studio and ensemble placement, advising sessions, and more. WoW activities are mandatory for all incoming graduate students. Find the SOMD WoW schedule, here: <https://musicanddance.uoregon.edu/wow>

Please plan to be in Eugene during this time, as make-up sessions are not available for any missed activities.

The [Division of Graduate Studies](#) & [International Student and Scholar Services](#) have additional orientations and to-do lists for new graduate students and GEs. Check your email for details regarding these orientations and to-dos. Additional information can be found at: <https://graduatestudies.uoregon.edu/admissions/new-students-orientations>

GRADUATE ENTRANCE EXAMS

The Graduate Entrance Exams (GEE) in Music Theory, Aural Skills and History are mandatory for incoming music graduate students. (NOTE: Students who are awarded a Graduate Employee (GE) position in music theory are exempt from the Music Theory & Aural Skills portion of the GEE.)

Passing the GEE determines eligibility for graduate-level music history and theory courses. Students must pass the GEE or complete remedial coursework. Failure to meet the requirement by the end of Fall term in the second-year may result in dismissal from the program. Review the GEE Policies, here: <https://blogs.uoregon.edu/gradmus/tag/gee/>

Exam results will be emailed to your UO email by the end of WOW.

Find the GEE study guide, here: <https://musicanddance.uoregon.edu/graduate-students-week-welcome>

Exam	Date & Time	Location
Music Theory	8AM Sunday, September 21 – 8PM Monday, September 22	Canvas*
Aural Skills (Dictation & Sight Singing)	Dictation: Monday, September 22, 1pm-2:30pm Sight Singing: Monday, September 22, 2:30-4pm (individual appointments)	Dictation: Room 163 Sight Singing: Rooms 140/142/150 (sign-ups to occur during dictation portion)
Music History	Monday, September 22, 10am-12pm	Room 178

*Students will be added to the Canvas page by **July 31**. Be sure to check your email for a notification about this!

ADVISING

All incoming graduate students are **required** to attend their assigned Orientation & Academic Advising session. During this session, we will build your class schedule, register for classes, and make sample schedules.

Majors	Date & Time	Location
Master's Students in Music Performance, Jazz Studies, Conducting, and Graduate Performance Certificate	Wednesday, September 24 1:00 pm – 2:30 pm	FMB 163
Master's Students in Musicology, Music Theory, Music Education, Music Composition, and Intermedia Music Technology	Thursday, September 25 1:00 pm – 2:30 pm	FMB 178
Doctoral Students (PhD & DMA)	Wednesday, September 24 3:00 pm – 4:30 pm	FMB 163

During your time at UO, students will collaborate with the SOMD Graduate Advisor (gradmus@uoregon.edu) and their faculty advisors to determine the appropriate courses based on degree requirements. Your faculty advisors are:

- **Musicology, Music Theory, Intermedia Music Technology & Data-Driven Instruments, Music Composition, Music Education, Jazz Studies:** Work with your area chair to determine your faculty advisor.
- **Conducting:** Dr. Sharon Paul (Choral), Dr. Dennis Llinás (Winds), Dr. David Jacobs (Orchestral)
- **Performance:** Studio Instructor

1:1 advising sessions with the SOMD Graduate Advisor will be available during the school year by appointment.

It is imperative that students be knowledgeable of curriculum and University requirements. Although advisors are available for academic advisement, students must assume personal responsibility for academic progress and completion of program.

You can find degree checklists, here:

<https://somdresources.uoregon.edu/student/studentgeneral/information-for-graduate-students/>

REGISTRATION

New students should wait until they receive results from the GEEs and studio/ensemble placement auditions before finalizing their course selections for the Fall term. We will build your schedule during our orientation & advising session during WoW.

Fall 2025 classes commence on September 29, with the last day to add a class being October 6, and the last day to drop a class without a "W" being October 4. UO Registrar Academic Calendars: <https://registrar.uoregon.edu/calendars/>

The UO academic calendar operates on a quarterly system, with registration occurring three times per year (fall, winter, and spring terms). A full-time load for graduate students is typically 9 to 16 credits.

The University of Oregon has minimum enrollment policies for graduate students, and specific requirements for doctoral students and GEs. Please review these policies on the UO Division of Graduate Studies website: <https://graduatestudies.uoregon.edu/academics/policies>

Graduate-level music courses have prefixes such as MUS, MUJ (jazz), MUE (education), or MUP (performance), and are at the 500 or 600 level. MUP 700s are reserved for doctoral-level performance studio lessons.



IMPORTANT DISTINCTION BETWEEN GRAD AND UNDERGRAD COURSES: Do not register for 100-, 200-, 300-, or 400-level courses unless instructed to do so by the Music Graduate Office! These are undergraduate course numbers and may not count towards your requirements.

IMPORTANT UO SYSTEMS

DUCK ID & UO ID

DUCK ID: Your Duck ID will be your login credentials for most services at the UO (email, Canvas, wireless, etc.). Instructions for how to claim your Duck ID:

<https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=34485>

UO ID #: Your UO ID is your unique personal identifier at the UO. It is 9 digits and starts with 95. You will use this ID when interacting with various campus offices. We recommend memorizing this number.

DUCKWEB

As a student, you will use DuckWeb to:

- Update your mailing address
- Check your student billing account
- Register for classes
- View transcripts
- And more!

The DuckWeb login website is: https://duckweb.uoregon.edu/pls/prod/twbkwbis.P_WWWLogin

UOREGON E-MAIL

All UO students are assigned a uoregon.edu email address. Email is the official communication method utilized by the University and the Music Graduate Office. UO students must utilize the provided UO email account when communicating with any University faculty and staff.

Information about setting up your UO email can be found, here:

<https://service.uoregon.edu/TDClient/2030/Portal/KB/?CategoryID=6247>

FLOCK CARD (ID CARD)

The Flock Card is the official identification card for students, faculty members, and staff at the University of Oregon. It is your ticket to campus! You will use it to access services and programs, check out books at the library, gain access to the Student Recreation Center, residence halls/rooms if you live on campus, and other buildings on campus; eat at on-campus dining venues, ride LTD buses for free, and more. This is also the card you will use to get into the School of Music & Dance building after hours.

Instructions on how to get your Flock Card can be found, here: <https://emu.uoregon.edu/get-your-card>

SOMD BUILDING INFORMATION

SOMD ACCESS CODES

All music majors will be issued a personal code to gain access to the practice room suites. Just before Week of Welcome, access codes will be sent to your UO e-mail address. **Please check your email for your access code.**

If you do not receive your code by **Wednesday, September 24**, or encounter any issues, please contact Steve Dunn (sdunn10@uoregon.edu, room 121G).

LOCKERS

All graduate music students at UO are eligible to reserve a locker, sized appropriate to instrument, within the Music building. An \$8 locker use fee will be charged per term to students' UO account.

Information about how to sign up for a locker: <https://somdresources.uoregon.edu/locker-rentals/>

PRACTICE ROOMS

General use practice rooms in the Frohnmayer Music Building are available for reservation each Fall, Winter, and Spring Academic Terms for current music students.

Detailed information and practice room sign up can be found, here:
<https://somdresources.uoregon.edu/practice-rooms/>

PROXIMITY ACCESS ("PROX" ACCESS)

Proximity access will automatically be added to your Flock Card during the first week of classes.

If you have run into any issues with this, please contact Steve Dunn in the Facilities Office (sdunn10@uoregon.edu, 121G).

During Week of Welcome, the building will be open from 7:30 a.m. to 8:00 p.m.

IMPORTANT SOMD PAGES

It will be helpful for you to bookmark these important pages.

- SOMD Graduate Student Info Page:
<https://somdresources.uoregon.edu/student/studentgeneral/information-for-graduate-students/>
 - Degree checklists, links to course projections, and more!
- SOMD Graduate Office Policies & Procedures: <https://blogs.uoregon.edu/gradmus/procedures-policies/>
 - Important policies and procedures regarding your degree!
- Recital Procedures: <https://somdresources.uoregon.edu/student/studentgeneral/recital-procedures/>

HELPFUL ACRONYMS

- ADGS: Associate Dean of Graduate Studies (usually referring to Dr. Straka)
- DGS: UO Division of Graduate Studies
- GE: Graduate Employee
- GEE: Graduate Entrance Exams
- P&P: SOMD Graduate Office Policies & Procedures
- PAC: Personal Access Code
- SOMD: School of Music & Dance
- UO: University of Oregon
- WOW: Week of Welcome

HELPFUL CONTACT INFO

Kathie Hsieh, Graduate Advisor & Student Services Coordinator, gradmus@uoregon.edu

Leslie Straka, Associate Dean of Graduate Studies, lstraka@uoregon.edu

Steve Dunn, Director of Facilities Services, sdunn10@uoregon.edu

Brooke Cagno, Events & Scheduling Coordinator, SOMDscheduling@uoregon.edu

HELPFUL UO RESOURCES

UO Dean of Students: <https://dos.uoregon.edu/>

UO Division of Graduate Studies: <https://graduatestudies.uoregon.edu/>

UO Financial Aid & Scholarships: <https://financialaid.uoregon.edu/>

UO International Student and Scholar Services: <https://iss.uoregon.edu/>

Looking for something that you can't find? Reach out to us and we will do our best to point you in the right direction!