



NEW GRADUATE STUDENT WELCOME PACKET

2023-2024

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.

Please review this packet carefully. Important information pertaining next steps is included!

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WEEK OF WELCOME

Week of Welcome (WOW) will take place September 18 – September 22. 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 detailed SOMD WOW schedule, here:

<https://musicanddance.uoregon.edu/wow>

The [Division of Graduate Studies](#) & [International Student and Scholar Services](#) offer orientations for new graduate students and GEs. Check your email for details on accessing the online orientation. Additional information can be found at: <https://graduatestudies.uoregon.edu/new-students-orientations/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. Exams are given before each fall term during Week of Welcome. Students must pass the GEE or complete remedial coursework. Failure to meet the requirement by the end of Fall term in the second-year results in dismissal.



Exam results will be emailed to you by the end of WOW. Keep an eye out!

Students failing the GEE in Music Theory and/or Aural Skills (scoring below 70%) must take the undergraduate theory placement exam, the undergraduate aural skills placement exam, or both. Based on the placement exam results, students will enroll in the corresponding undergraduate music theory and/or aural skills courses to meet the GEE proficiency level.

Students scoring 50-69% on the Music History portion of the GEE must complete an extra music history survey course from the MUS 660-665 series, in addition to any required MUS 660-665 courses for their degree. The musicology faculty will select one to two survey courses based on the test results and identified weaknesses. Students scoring below 50% on the Music History portion of the GEE will take MUS 267, 268, and 269.

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

Music Theory Exam:

- Available via Canvas* from 8AM Sunday, September 17 – 8PM Monday, September 18

Aural Skills Exam:

- Available via Canvas* from 8AM Sunday, September 17 – 8PM Monday, September 18
- Sight Singing Portion**: In person on Monday, September 18 (5-min slots available between 9-10am and 5-6pm)

Music History Exam:

- Monday, September 18, 10am-12pm in Room 178

*Students will be added to the Canvas page by **September 8**. Be sure to check your email for a notification about this!

Sign-ups for the Sight Singing will be sent to you via email by **September 8.

ADVISING

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

- Monday, September 18, 1:30 – 3:00 PM, Room 150: All incoming master's students in Musicology, Music Theory, Music Education, Composition, IMT
- Monday, September 18, 3:00 - 4:30 PM, Room 150: All incoming doctoral students (all areas)
- Wednesday, September 20, 10:30AM - 12:00 PM, Room 163: All incoming master's students in Performance, Jazz Studies, Conducting, and the Graduate Performance Certificate

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

- Musicology: Work with your area chair to determine your faculty advisor.
- Music Theory: Work with your area chair to determine your faculty advisor.
- Intermedia Music Technology & Data-Driven Instruments: Dr. Jeffery Stolet
- Music Composition: Work with your area chair to determine your faculty advisor.
- Music Education: Work with your area chair to determine your faculty advisor.
- Jazz Studies: Paul Kreuger
- Piano Pedagogy: Dr. Grace Ho
- Performance: Studio Instructor

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



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 Graduate Entrance Exams and studio/ensemble placement auditions before finalizing their course selections for the Fall term. However, if MUS 611 Research Methods is required, it is recommended to register for this class early due to high demand.

Fall 2023 classes commence on September 26, with the last day to add a class being October 2, and the last day to drop a class without a "W" being September 30.



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. GEs: To meet the GE enrollment requirement, you must register for at least 9 graduate-level credits (500-700) each term.

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](#).

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

UO ID NUMBER AND PAC

You should have received admission information from UO Office of Admissions with your UO ID number (a 9-digit number starting with 95x-xx-xxxx) and a PAC (Personal Access Code) for accessing DuckWeb. If you haven't received this notification, please contact UO Office of the Registrar at registrar@uoregon.edu.

DUCKWEB

As a student, you will use DuckWeb to:

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

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



FOR FIRST-TIME USERS: Utilize the provided UO ID and initial PAC from the University of Oregon to log into DuckWeb. On your first login, you'll be prompted to select a new PAC and set up a security question for managing your DuckWeb account. Take a moment to explore all the available features after logging in.

UOREGON E-MAIL

All UO students are assigned a uoregon.edu email address. Please be aware that 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 is on the [UO Information Technology website](#).



HELPFUL REMINDER: Your UO ID is a 9-digit number that you must use to log onto DuckWeb. Your Duck ID is your e-mail username (what comes before the @) and is used for email, Canvas, and Wi-Fi connection.

UO ID CARD

At the University of Oregon, the UO ID card is the official identification card for students, faculty, and staff. You will use it to check out books at the library, gain access to the student rec center, pay for printing in the library and computer lab, and ride free on LTD buses. 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 UO ID card can be found, here: <https://emu.uoregon.edu/get-your-card>

SOMD BUILDING INFORMATION

SOMD ACCESS CODES

Music majors will receive access codes via email to enter practice room suites and classrooms as needed. The codes will be sent to students with valid UO email addresses. If you do not receive your code by Wednesday, September 27, or encounter any issues, please contact Steve Dunn (sdunn10@uoregon.edu, room 121G).

KEY AUTHORIZATION

Student keys and codes may be issued for practice, work-study, and special study projects. Forms for keys to SOMD rooms may be obtained at the Reception Desk.

Temporary checkout keys are available at the Reception Desk. In exchange for all borrowed keys, students are required to leave a piece of identification at the desk. Some rooms require authorization for checkout. Access to faculty offices require written permission in advance, sent to the Reception Desk.

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. Locks will be provided; non-SOMD locks are not allowed and will be removed. Lockers are not to be used for food storage.

Sign up for your locker, here:

<https://app.smartsheet.com/b/form/92d72fb5e2ce4a17a1484b8c3b04a1e0>

PHOTOCOPYING & PRINTING

There are computers and a printer service in the Kammerer Computer Lab in Room 105 for music student use. Students may print in the lab by paying with Campus Cash from their UO ID card. The Campus Copy Center in the EMU (Erb Memorial Union) can print large orders and has self-service copiers available. The University Library and UO Bookstore have campus cash operated copiers. Other copy centers are located near campus on 13th Avenue.

PRACTICE ROOMS

General use practice rooms in the Frohnmyer Music Building are available for reservation each Fall, Winter, and Spring Academic Terms for current Music students (Music graduate students, Music undergraduate music majors and minors). Students may reserve up to ten hours per week, for a maximum of two hours daily.

Detailed information and locker room sign up can be found, here:

<https://somdresources.uoregon.edu/practice-rooms/>

RESERVING CLASSROOMS / PERFORMANCE SPACES

Music majors can reserve classrooms or performance spaces in the Music and Berwick buildings, and Collier House when available, by emailing SOMDscheduling@uoregon.edu in advance. Appropriate uses for these spaces include rehearsals with an accompanist or chamber ensemble; recording projects; exam study sessions led by GEs; graduate lectures, defenses, and exams; or for private lessons which may include collaborators that would otherwise not fit within a faculty studio. The SOMD scheduling office typically replies to email requests during the business week- Monday through Friday. Please include your name, area of study, and purpose for the reservation when emailing the SOMD scheduling office, along with your desired date, start/end time, and location.

PROXIMITY ACCESS ("PROX" ACCESS)

Proximity access will automatically be added to your UO ID card on the first day of classes (Tuesday, September 26). If you have not obtained your student ID by this date you will have to contact Steve Dunn in the Facilities Office to receive access (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,
- 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