

MASON GROSS SCHOOL OF THE ARTS  
DEPARTMENT OF MUSIC - GRADUATE PROGRAM

*New Graduate Student Handbook*

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**REGISTRATION**

- A. Plan to meet with your advisor, Professor Chrisman (732-932-9272), to select your courses. Newly admitted DMA, AD, and MM students should make appointments with the graduate office (732-932-8999) to see him after taking the diagnostic exam. It is strongly recommended that you take the **Diagnostic Exam in JUNE**, so you can meet with Prof. Chrisman to register in the summer. Before the meeting with Prof. Chrisman, look over the course catalog online at <http://catalogs.rutgers.edu/generated/mgsa/pg5841.html> (PERFORMANCE), and <http://ruweb.rutgers.edu/catalogs/nb-grad.shtml> (MUSICOLOGY/COMPOSITION). Realize, though, that with the exception of lessons (Performance Study) and Ensemble, many of the courses that you will take will depend on the results of the diagnostic test. These issues will be worked out during your meeting with Prof. Chrisman.
- B. Newly admitted graduate students only register in person with Prof. Chrisman. After your appointment with him, he can fax your registration to the Graduate Registrar or you can go to the:

**Graduate Registrar, Administrative Services Building  
65 Davidson Road, Room 200F  
Busch Campus**

to submit your course numbers and credits. You will be billed within one week. Once initially registered, graduate students may use the computerized telephone registration system by calling 732-445-1999 and following the instructions or by registering on the web at: <http://webreg.rutgers.edu>. You will need to use your ID number and Personal Access Code (PAC = day and month of your birthday; e.g March 19<sup>th</sup> = 0319).

- C. If you are not prepared to take either or both of the diagnostic exams, you may still register for lessons, ensemble, and some of the literature courses offered by the Department. You will still need to see Prof. Chrisman. Even if your registration is incomplete (perhaps only lessons and ensemble), it is best to register so that you can get your Rutgers ID, computer account, etc. These may be obtained at the various campus student centers (Douglass/Cook, Rutgers, Busch, Livingston). Other courses may then be filled in before or during the first week of the term.

**HISTORY AND THEORY DIAGNOSTIC EXAMS JUNE 29, 2007 OR AUGUST 31, 2007**  
**Please contact the graduate office to register: 732 932 8999**

**Music History Examination:**

**Before you will be allowed to register for any graduate level courses in music history you must pass the history portion of the Department's diagnostic exam. The tests MUST be taken prior to registration.** The exam is based entirely on the lists of composers, works, and musical terms included with this mailing. All of these have been taken from the most recent edition of Grout-Palisca, *A History of Western Music*. The exam will consist of four sections:

- 20 composers: You will be asked to supply a date that falls within each composer's mature career. The date must be between the composer's 20<sup>th</sup> year and his/her death to be counted correct.
- 30 work titles: For each work you will be asked to name the composer and provide a date of composition. The date must be within 20 years to be counted correct.

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- 20 terms/names/titles: You will be asked to define or identify each term in two or three sentences and to indicate the musical repertory and time period to which the term applies.
- An essay of 250-300 words on a general topic; the primary purpose of this essay is to test your ability to write coherently about music.

**THE LIST OF ALL THE COMPOSERS/WORK TITLES/TERMS ARE POSTED ON THE WEBSITE:**

<http://www.musicweb.rutgers.edu/DiagExam>

A passing score on sections 1-3 will be 80%. If you fail to achieve a score of 80% you will be allowed to retake the exam at the beginning of the following semester or at one of the scheduled times mid-semester. **You may take the test up to three times until you pass, but you may not begin your graduate-level history courses until you do so.** We urge you to undertake a serious review of the music history, using the included sheets as a guide. Otherwise you risk extending your stay in the program.

### **Music Theory Examination:**

**Before you will be allowed to register for any graduate level courses in music theory you must pass the theory portion of the Department's diagnostic exam. The tests MUST be taken prior to registration.** The music theory portion of the diagnostic examination includes the following material:

- An exercise in 16<sup>th</sup>-century counterpoint (this portion is optional and won't be graded)
- Realization of figured bass;
- Roman numeral analysis;
- A short piece to analyze.

We strongly suggest you review using standard texts such as Tonal Harmony by Kostka and Payne or a standard harmony book such as the Aldwell/Schachter or Ottmann.

### **Jazz Studies Examination:**

Students in the Jazz Studies programs are required to take a diagnostic examination that includes only the following:

- Identification of approximately twenty names, terms, and titles of compositions dealing with Western music from the Middle Ages to the present;
- Twenty questions concerning jazz musicians;
- An essay on jazz styles;
- Chord progressions with three, four, and five voices;
- Scale/chord relationships;
- Writing a blue progression incorporating chord substations;
- Writing the melody, chord changes, and improvisation for a jazz standard bebop composition.

### **ORCHESTRA AND ENSEMBLE AUDITION**

**Students are required to audition every semester for orchestra and ensembles.** Please check the audition date/time, and the audition requirements at our website: <http://music.rutgers.edu/auditions>

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### TEACHING ASSISTANTSHIPS

- A. **If you will be teaching private lessons**, Mrs. Fromer ([fromer@rci.rutgers.edu](mailto:fromer@rci.rutgers.edu)) will put a list of those students assigned to you in your mailbox in the Marryott Music Building (MMB). These students will place their schedule cards in your mailbox, noting when they are available. Leave a “master” card in your mailbox noting when your lessons are scheduled. Contact the students by phone to confirm their lesson times. When your teaching schedule is complete, please turn in a copy to Kevin Viscariello (Rm. 110, MMB) to arrange for studio space, and one to Mrs. Fromer for confirmation of student assignment. Students must receive 11 to 14 one half hour lessons per week per semester in order to receive a passing grade.
- B. **If you will be teaching a class**, a roster will be placed in your mailbox before the first day of classes. All newly appointed TAs are required to attend the Teaching Assistant Orientation offered by the Graduate School. For information on the date/time/place of the orientation please contact them at (732) 932-7747. The department will also have a meeting during the first week of classes.
- C. **If you will be assisting with a class**, contact the instructor in charge.
- D. **If you have not signed all papers for payroll**, please report to Wendy Inamine, MMB Room 117. **ALL International students MUST go to the International Center for Faculty and Student Affairs**, 180 College Avenue, College Avenue Campus, New Brunswick (732-932-7015) and attend an On-Campus Employment Workshop (<http://cifss.rutgers.edu/current/index.html>) **PRIOR** to seeing Ms. Inamine. Please bring your I-20, Social Security card, International Payroll Form, and passport with you when you come to the Music Department to fill out payroll forms.
- E. **Registration and tuition remission if you have a TA\*** (Music Department TA's are half-time = .16):
- MM, DMA, AD, MA and PhD students
    - 1 - 6.0 credits - tuition remission                      This formula is based on 9.0 credits.
    - 2 - 3.0 credits - TA (E credit = doesn't count toward graduation)  
9.0 Total Credits  
Additional credits paid by student.
  - All students pay for student fees and books.

**\*This will literally be titled “Teaching Assistant.” The above does not apply to Departmental Assistants or Music Assistants.**

### TUITION AND BILL PAYMENT

After your registration, the student accounting office will mail the term bill to you within a week or so. You can also pay your term bill online at <http://www.studentabc.rutgers.edu/paymentop.htm>. If you have tuition remission, you will need to bring the tuition remission card the Music Department sent you with you to the student accounting office. Please refer to their website for more information on tuition and payment options <http://www.studentabc.rutgers.edu/billing> and to find Estimated Graduate Tuition and Fees.

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## ACADEMIC CALENDAR

<http://registrar.rutgers.edu/NB/CAL06F-G.HTM>

## STUDENT I.D. CARD or MEAL CARD

Please obtain a student ID or Meal card from any of the RU Connections Office **AFTER** August 18<sup>th</sup> and **AFTER** you have registered with Dr. Chrisman. Please visit their website for office hour and location.

<http://www.rci.rutgers.edu/~ruconxn/nb.html>

## RUTGERS EMAIL ACCOUNT

Once you register, computer facilities and email are available to you. Ask any librarians or computer lab assistant to show you how to set up an email account, or simply go online for instructions.

<http://oit.rutgers.edu/services/account/quick.html>

## PARKING

Parking is at a premium at Rutgers. Lot 73 in front of the MMB is for faculty and staff with a specially designated hangtag. **STUDENTS ARE NOT ALLOWED TO PARK IN THIS LOT.** You will be ticketed or towed if you park in Lot 73. The website <http://parktran.rutgers.edu> has information on how to register your car and obtain a parking sticker. Department of Transportation Service is located at 55 Commercial Avenue at the Public Safety Building (Located at the intersection of Commercial and George Street).

## MUSIC LIBRARY

You will need your Student I.D. card to check out books, scores, or parts from the library. If you have not yet received your card, use your registration payment receipt.

## LOCKERS

There are a LIMITED number of lockers available. Please see the secretary in the Front Office of MMB within the first two weeks of the semester for a locker. The University is not responsible for instruments or personal property.

## MUSIC MAILBOXES

These are located on the lower level of the MMB. Please check your mailbox frequently. They are for departmental use only; please do not forward any personal mail to your music department mailbox. TA mailboxes are in the Faculty/Staff mailroom on the first floor.

## PRACTICE FACILITIES

Practice rooms are on the lower level of MMB, Music Annex Building, and Rehearsal Hall on Douglass Campus.

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**STUDENT HEALTH INSURANCE**

Full-time (9 credits) students have a fee included in their tuition bill for the Rutgers University Health Services and BASIC Insurance. Part time students may pay this fee and enjoy the same benefits. All international students in F or J immigration status are required to purchase the university's BASIC and MAJOR MEDICAL health insurance plans unless they have proof of alternative coverage that meets or exceeds the University's coverage requirements. Regardless of the number of credits carried, international students automatically have included on their term bills charges for both basic and major medical coverage. Please visit the website: <http://health.rutgers.edu/insurance> for more information.

**IMPORTANT UNIVERSITY CONTACTS**

Office of New Brunswick Registrar  
(732) 445 -7000  
Verification/Transcript Office, Press 1  
Records/Grades Office, Press 2  
Undergraduate Registrar, Press 3  
Graduate Registrar, Press 4  
<http://registrar.rutgers.edu/NBINDEX.HTM>

Housing Office  
(732) 932-8041  
<http://housing.rutgers.edu>

Dining Service  
(732) 932-8041  
<http://food.rutgers.edu>

Office of Financial Aids  
(732) 932-HELP  
<http://studentaid.rutgers.edu>

Center for International Student Services  
(732) 932-7015  
<http://cifss.rutgers.edu/cifss/students.htm>

\*\* All international students need to check-in with the International Student Services as soon as they arrive on campus\*\*

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**MUSIC ADMINISTRATIVE FACULTY/STAFF DIRECTORY**

**ANTONIUS BITTMANN**, Department Chair

Phone: 732-932-8860 Email: AnBittmann@rci.rutgers.edu

**SCOTT WHITENER**, Department Vice Chair

Phone: 732-932-8860 Email: swhiten@rci.rutgers.edu

Administrative Assistant to the Chair

Phone: 732-932-8860 Email: juliez@rci.rutgers.edu

**RICHARD CHRISMAN**, Director, Graduate Programs

Phone: 32-932-9272 Email: chrisman@rci.rutgers.edu

**DOUGLAS JOHNSON**, Director, Undergraduate Programs

Phone: 732-932-9220 Email: dojohnson@rci.rutgers.edu

**KEVIN VISCARIELLO**, Operations Manager

Phone: 732-932-9067 Email: kevinv@rci.rutgers.edu

**LOIS J. FROMER**, Admissions & Registration Administrator

Phone: 732-932-9190 Email: fromer@rci.rutgers.edu

**WENDY INAMINE**, Accounting & Payroll Manager

Phone: 732-932-8788 Email: wki@rci.rutgers.edu

Graduate Administrative Assistant

Phone: 732-932-8999

**KATHY ZIELENKIEVICZ**, Office Assistant

Phone: 732-932-9302 Email: kzielenk@rci.rutgers.edu

Please visit our website <http://music.rutgers.edu> and use the link **FACULTY LISTING** for a complete list of current music faculty's contact information.

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**GRADUATE PROGRAMS IN PERFORMANCE  
GUIDELINES ON ATTENDANCE AND PROFESSIONAL RESPONSIBILITY**

1. **GRADUATE COURSES** - Regular attendance is required in all graduate courses. An instructor may establish a specific policy on attendance at the beginning of the semester. Otherwise, the following guidelines normally apply:

Requests for absence from a class because of professional obligations (for example, participation in a major competition) will not normally be refused, provided that:

- a. The student notifies both the instructor and the Graduate Performance Program Director well in advance, preferably at the start of the semester;
- b. The student submits a request for absence to the Graduate Performance Program Director in writing, with appropriate documentation (when participating in outside events during the semester, the candidate should be sure that all programs and publicity make mention of the candidate's affiliation with the Rutgers Department of Music, Mason Gross School of the Arts. Upon return from outside engagements, copies of programs, certificates, or other official documentation should be submitted to the Director of the Graduate Performance Program.);
- c. A suitable agreement is worked out between student and instructor regarding material missed in the student's absence.

2. **ENSEMBLE PARTICIPATION**

- a. Attendance at ALL concerts and rehearsals is compulsory. There will be NO exceptions. It is expected that you carefully arrange your schedule at the beginning of the semester to ensure that no conflicts arise.
- b. Any unexcused absences will result in the penalty as stated in the course syllabus for each ensemble. Schedules will be provided at the beginning of each semester.
- c. In the event that an exceptional professional opportunity conflicts with any rehearsal, you may submit material outlining this opportunity to the conductor **no later than the first week of each semester**. If this opportunity is deemed exceptional by the conductor, then a release may be granted. The conductor's decision as to what constitutes the definition of an exceptional excuse is final.
- d. In the event of illness, students must provide a doctor's note attesting to the reason for the absence. (The above does not apply to performances, for which absences are not permitted.)

3. **TEACHING** - Students who have departmental teaching responsibilities must honor their professional obligations as instructors. Otherwise, their assistantships will be revoked. It must be understood that in teaching performance at beginning levels, where students cannot be expected to motivate and guide themselves effectively without direction, regular lessons are of utmost importance. It is the instructor's responsibility to arrange a regular schedule for lessons. It is especially important for the instructor to keep accurate records of how many lessons each student has had, and to report any attendance problems promptly.

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### CAMPUS MAP AND DRIVING DIRECTIONS <http://maps.rutgers.edu>

#### **Directions to the Marryott Music Building**

**Address:** 81 George St, New Brunswick NJ 08901

**Campus:** Douglass Campus

#### **Garden State Parkway Southbound**

Turn off at Exit 129 for the New Jersey Turnpike and head south. Turn off the Turnpike at Exit 9, bear right after the tollbooths and follow signs for "Route 18 North – New Brunswick." Stay to the left to continue on Route 18 North. Proceed along Route 18 North. After the first traffic light, take the exit marked "George Street" which is immediately after Paulus Blvd. The exit ramp leads you directly onto George Street. Continue on George Street. At the first light make a right into the parking lot. Follow the parking lot to the right. The Marryott Music Building will be the last building on the right.

#### **Garden State Parkway Northbound**

Turn off at Exit 105 and follow signs for Route 18 North. After approximately 24 miles, you will pass the entrance for the New Jersey Turnpike. Proceed along Route 18 North. After the first traffic light, take the exit marked "George Street" which is immediately after Paulus Blvd. The exit ramp leads you directly onto George Street. Continue on George Street. At the first light make a right into the parking lot. Follow the parking lot to the right. The Marryott Music Building will be the last building on the right.

#### **New Jersey Turnpike**

Turn off at Exit 9, bear right after the tollbooths and follow signs for "Route 18 North – New Brunswick." Stay to the left to continue on Route 18 North. Proceed along Route 18 North. After the first traffic light, take the exit marked "George Street" which is immediately after Paulus Blvd. The exit ramp leads you directly onto George Street. Continue on George Street. At the first light make a right into the parking lot. Follow the parking lot to the right. The Marryott Music Building will be the last building on the right.

#### **Route 1**

Turn off Route 1 at exit marked "Route 18 North – New Brunswick." Proceed along Route 18 North. After the first traffic light, take the exit marked "George Street" which is immediately after Paulus Blvd. The exit ramp leads you directly onto George Street. Continue on George Street. At the first light make a right into the parking lot. Follow the parking lot to the right. The Marryott Music Building will be the last building on the right.

#### **Route 287**

Turn off at Exit 9 "River Road, Bound Brook, Highland Park." Proceed East on River Road toward Highland Park. Make a right onto Route 18 South (exit after the traffic light at Landing Lane). Cross the Raritan River on the John Lynch Memorial Bridge. Continue on Route 18 South. At the first traffic light make a right onto Commercial Avenue. Proceed to the first traffic light and make a left onto George Street. Continue along George Street past Chapel Drive. Bear left at the intersection of George Street and Ryders Lane. Take the jug handle to cross George Street. Follow the parking lot to the right. The Marryott Music Building will be the last building on the right.

#### **Parking**

Lot 74A – Gibbons Campus across the street from the Nicholas Music Center

Lot 79 – by Hickman Hall, to the left of the Nicholas Music Center

\*Please be sure to obtain a visitor's parking permit from the front office of Marryott Music Building.

#### **Via Train or Bus**

Take the New Jersey Transit North East Corridor line and get off at the New Brunswick Train Station. It is located on Albany Street, New Brunswick. Taxicabs are available or you can walk to the corner of Albany Street and George Street for campus buses (Bus EE), which runs every ten minutes (every twenty minutes during the summer) and it will bring you to the Douglass Campus. Please get off at the Gibbons Stop and cross the street at the light, Nicolas Music Center is straight ahead and Marryott Music Building is on the right hand side.