McLENNAN COMMUNITY COLLEGE

Department of Music

the MCC DEPARTMENT OF MUSIC student handbook 2026-2027

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PREFACE

The Department of Music at McLennan Community College regards each class attended, each event sponsored, each meeting held, each position vacancy offered, as an opportunity to promote diversity of ideas and to ensure free pursuit of life by those who are members of our community. We hope that each person participating in the Department's activities honors this commitment to a humane and supportive atmosphere for our teaching, learning, research and creative activity, and service.

PART I – INTRODUCTORY INFORMATION, VISION, MISSION, VALUES, GOALS

LETTER FROM THE DIVISION CHAIR

On behalf of the Visual and Performing Arts Division of McLennan Community College, I warmly welcome each of you as you continue your journey as a musician. As you continue to refine your skills, I hope that you also develop a life-long love of your craft.

I am privileged to support and guide you as an academic advisor and a resource. Along with our faculty, I am here to help you pursue your dreams and watch you reach your fullest potential. Please don't hesitate to seek guidance, ask questions, and engage in meaningful discussions. We are here to support you every step of the way.

The primary purpose of academic advising is to engage students in the continuous and collaborative process of creating student-centered educational plans compatible with the student's career and life goals.

Some important advising reminders:

- Students must meet with an advisor before they can register for classes each semester
- You can make changes to your schedule (through your advisor) with no penalty until the first day of classes for each semester
- Watch the institutional calendar for the dates of open registration
- You may schedule an advising appointment with Sami Stewart-Ely, VPA Sr. Administrative Assistant (BPAC 104), or email me at mmorrison@mclennan.edu

I am confident that you will make meaningful contributions, develop as performers during your time at MCC, and leave a lasting legacy wherever your journey may take you.

I look forward to seeing your talents flourish in the days and years ahead.

Warmest regards,

Dr. Mandy Morrison, Ed.D
Chair, Visual and Performing Arts Division

LETTER FROM THE MUSIC DEPARTMENT COORDINATOR

On behalf of the music faculty, welcome to the McLennan Community College Department of Music! I am honored to serve as coordinator and look forward to working with each of you. Our faculty and staff will work together with you over the coming 2 years and beyond. The Department of Music houses an outstanding group of performers, educators, entrepreneurs, and creators, and we welcome you in.

I would like to offer some mentoring as you start your journey with us: be open to new experiences, communicate early and often, and advocate for yourself through your time here. We believe in your current abilities and future potential. Apply yourself in coursework, concentrate in the practice room, and trust that these investments will provide your future self with countless opportunities to share your musicianship and leadership with communities regionally, nationally, and globally. Talk with your faculty mentors; we are here to listen, and to guide you through periods of questioning, uncertainty, and

challenge. I am proud of the quality of education and professional opportunities we provide our students. I am equally proud of the supportive community we have cultivated through our students, staff, and faculty.

Do let me know if you have any questions or want to talk. The faculty and I are here for you. Go Highlanders!

Dr. Jon Conrad
Coordinator, Department of Music

STUDENT RESPONSIBILITY

There are a number of factors that will allow for student success. It's imperative that you take responsibility for your education. Toward that goal, here are some responsibilities of yours:

- Know and satisfy the graduation requirements
- Know your academic standing based on the academic standards
- Know and observe all regulations and deadlines published by MCC and the Department of Music
- Faculty and advisors assist students in planning a program of study to meet degree requirements, but students are responsible for meeting all requirements and deadlines
- Know the information contained in this student handbook
- Attend all classes, lessons, and rehearsals
- Practice your craft daily. Talk with your applied instructor often in and outside of lessons. Engage with them on your journey
- Attend performances as often as possible. You may never have this kind of opportunity again to participate in such a wide variety of musical activities
- Meet with your advisor regularly:
    - Prepare for your appointments
    - Know your degree plan and degree completion requirements
    - This will help you facilitate your own expedient graduation date
    - Your advisors guide you, but you are the author of your path
- Communicate in a timely manner with your instructors and advisors
- Check your MCC email. This is the official communication system of the college
- Engage with MCC faculty, staff, and other students with respect

The Department of Music Student Handbook is a summary of requirements, policies, and procedures applicable to MCC music students, faculty, and staff. Sample forms and URLs are included along with degree check sheets. Students, faculty, and staff should become familiar with the contents of this manual. It will answer many basic questions.

Music students are specifically advised that this Handbook contains new or revised policies and procedures for which they are responsible. These policies and procedures constitute a departmental supplement to the official MCC Bulletin.

VISION

Music is an essential part of human life, found in every culture across the globe. MCC's Department of Music, long recognized for excellence, will contribute to the advancement of music through widely visible and impactful creative activity, scholarship, and research. It will prepare the next generation of

musical leaders as professional performers, composers, and educators, and through offerings for general students, foster in the next generation of societal leaders, appreciation, and support for music's value and centrality to society.

MISSION

The Department of Music at McLennan Community College is a friendly, vibrant, student-oriented unit in an institution of higher learning that serves as an accessible, responsive, and creative intellectual resource for the people and institutions of McLennan County. The faculty and staff of the department strive to meet the educational needs of a diverse student body through instruction, performance, scholarship, and public service. Additionally, the department fosters the highest standards of teaching in its undergraduate program and supports the establishment and continuation of a just and moral society through its own accomplishments, the work of its faculty and staff, and the achievements of its graduates.

VALUES

In the Department of Music, our values are in line with those articulated in the College's strategic plan.

- **People matter** - We will be honest, humble, respectful, and gracious to our students and to each other. We best serve our students, colleagues, and community when we work as a team. We believe music is a community building endeavor, both as an audience member and performer.
- **Inclusiveness matters** - We will seek to appreciate and understand our students and each other, actively seeking different viewpoints. We will work to create a civil, welcoming environment where our diverse community of students and employees learn, teach, and work together. We believe access to music study and quality performances of diverse literature is essential for all.
- **Integrity matters** - We will work with the highest level of integrity, taking responsibility for all of our actions. We will tell the truth and seek to be fair in our decision-making and actions. We believe music allows for individual expression, builds determination, and, as music is a communal endeavor, engenders respect for others through the act of music making.
- **Communication matters** - We will be open, collegial, and courageous in our communications with students and with our colleagues. We will listen before we speak. We will communicate decisions and the reasons for them. We believe music is an essential cultural window that creates empathy, connectedness, and understanding.
- **Excellence matters** - We will strive for excellence in all that we do. We will actively plan for the future, seeking new and innovative ways to accomplish our mission. Music engages the mind, allows for critical thinking, and enables outreach due to its inherent accessibility. We believe music allows for individual expression, creative freedom, and provides a healthy and happy society.

GOALS

The primary goals of the department of music are:

1. To provide a comprehensive education for music majors that ensures their competence in the discipline.

2. To cultivate the creative and intellectual skills of students, faculty, and audiences.

3. To enhance appreciation for music within the college community and affirm its role in a liberal arts education.

4. To enrich the cultural and educational life of the campus and region through excellence in teaching, research, and performance.

5. To promote collaboration between music and related fields while exploring innovative approaches to education and performance.

6. To prepare students for leadership and professional success in various music-related careers by providing a solid foundation in core music subjects, in addition to fostering critical thinking, adaptability, and reliability.

PART II – ACADEMIC POLICIES

ACCEPTANCE INTO THE DEPARTMENT OF MUSIC

Each student desiring to pursue a music degree at MCC must meet with an academic advisor and declare themselves as a music major. Students are encouraged to schedule a meeting as soon as possible with the studio teacher of their major instrument of intended study, the Music Department Coordinator, and academic advisor.

MUSIC THEORY PLACEMENT

All first-year students will take a diagnostic exam to assess their knowledge of music theory. Based on the results, students will either be enrolled in MUSI 1311 (Music Theory I) and MUSI 1116 (Sight Singing I) simultaneously, or in MUSI 1303 (Fundamentals of Music). Students who have earned a 4 or 5 on the AP music theory exam are eligible to test out of MUSI 1311. Students who have taken AP music theory but did not take the exam or earned a 3 or lower on the exam will have the option to attempt to test out of MUSI 1311. Transfer credit from another college or university may be accepted pending a review of the student's grades, transcript, and syllabus. For more information, please contact the music academic advisors.

Questions?

Contact Dr. Jon Conrad, Music Department Area Coordinator at jconrad@mclennan.edu.

PIANO SCREENING PLACEMENT

Placement in a piano class depends on previous experience. Students with an extensive background in piano performance will be evaluated by the piano faculty for an appropriate starting place in class piano or applied lessons.

TRANSFER STUDENTS

The Music Advisor will evaluate transfer credits and will serve as a transfer student's advisor. An audition will be used to determine the applied music course number.

ACADEMIC ADVISING

Academic advising builds collaborative student-centered relationships that support the achievement of personal development and academic success. It is an educational relationship in which students and advisors are partners in planning academic, personal, and career goals. All students are required to meet with an academic advisor each semester to discuss academic and career direction. The academic advisor will offer students a variety of services, programs, and resources to aid in the completion of academic courses, cultivate career readiness skills, and gain experience marketable to future employers. The academic advisor will engage students in critical thinking about career development and required components of a degree at MCC. Students are encouraged to gain experiential learning through opportunities such as undergraduate research, student employment, internships, summer positions, volunteering/community service, and/or study abroad. This provides a strong professional background that enables students to move toward careers with confidence in their ability to function in a complex, global, and diverse world of work.

MCC academic advisor responsibilities:

• Be accessible, knowledgeable, informed, and demonstrate care and respect.

• Guide students as they define and develop realistic goals.

•Teach students decision-making skills and how to assume responsibility to explore their own educational plans, options, and achievements.

• Understand and effectively communicate the curriculum, graduation requirements, and college policies and procedures.

• Teach and support students with information about and strategies for utilizing available resources and services on campus and in the community.

• Teach students to understand the purposes and goals of higher education and its effects on their lives and personal goals.

MCC student responsibilities:

• Schedule regular appointments with an advisor (minimum one per semester).

• Clarify personal values and goals and provide the advisor with accurate and truthful information regarding interests and abilities.

• Gather all relevant decision-making information and necessary materials (advisement report, tentative course selections, forms, etc.) to aid in decision making and to build a schedule free of conflicts.

• Prepare a list of questions or concerns before meeting with the advisor.

• Discuss any problems that affect academic performance, for example: study skills, difficulties in course work, time management, and personal concerns.

• Ask questions and find out where help is available.

• Know where to access accurate information about educational options, requirements, policies, and procedures.

• Discuss why and how to add or drop courses.

• Discuss career considerations, changing directions/major/interests.

• Keep a personal record of progress toward academic goals. Be proactive in learning and checking the electronic resources available in MyMCC to keep track of academic progress.

• Accept responsibility for decisions and actions that affect educational progress and goals. Students are encouraged to take advantage of the skills and knowledge of the advising professionals within their academic department. The responsibility of making decisions about personal goals and educational plans ultimately rests with the student.

Department of Music Academic Advisors:

Mandy Morrison
BPAC 106
(254) 299-8287
mmorrison@mclennan.edu

Edgar Sierra
BPAC 107
(254) 299-8222
ersierra@mclennan.edu

Jon Conrad
BPAC 108
(254) 299-8220
jconrad@mclennan.edu

Jenna McLean
BPAC 100
(254) 299-8275
jmclean@mclennan.edu

MUSIC DEGREE OUTLINE

The degree plan printed in this handbook applies to students entering as first-year students in the year of this handbook edition. The music major requirements also apply to transfer students entering in the handbook edition year.

The degree plan contains all courses required of students to complete the degree. All editions of this Handbook include a four-semester outline. This outline is now published in the College Catalog.

Students may take courses in a different sequence if desired; HOWEVER, prerequisite sequences will be strictly adhered to.

GRADUATION – (TO-DO LIST)

Students are not required to complete an application for graduation. The Office of Student Records staff will identify students who are eligible to graduate and notify them by email.

The graduation information form allows candidates to provide information about how they would like their name to appear on the certificate or diploma, and if they will attend the commencement ceremony. This form is located on MyMCC under Academic Planning.

MINIMUM "GPA" REQUIREMENTS IN MUSIC

All students graduating in music must achieve a grade of C or better in all degree required music courses. All students graduating in music must achieve a 2.5 grade point average (GPA) for all music courses.

PASS-FAIL ENROLLMENT

Ensemble and Performance Studies are not available on a pass-fail basis.

Music majors may not take any music course by pass-fail enrollment.

COURSE RETAKE POLICY

Students may repeat a course in which they have received a grade of C- or below, or a withdrawal (W), or when a course may be repeated for additional credit. The following criteria apply to repeat courses:

a) Repeating courses graded C- or below. When courses are repeated, only the credit hours and grade points earned the last time the course was taken are counted toward computing the grade point average. If the course is identified in the Catalog as repeatable for credit, all grades are included in the calculation of grade point averages. A punitive grade (F) cannot be removed or supplemented when a student enrolls in that course again and receives a withdrawal or incomplete grade. In this case, the first attempt will continue to be included in the overall grade point average.
b) Repeating for additional credit.
    1. Some courses have been approved for repeat credit, i.e., the student may re-enroll in the course during a subsequent term and credit may be accumulated. Such courses are designated in the MCC catalog as "May be repeated for credit" and will list the maximum credit limitation.
    2. Courses which have been approved for repeat credit, such as topics, may offer multiple sections of a course during any one term. Students may enroll in more than one section of these courses in any one term provided that the specified particular topics and titles differ.

JURY EXAMINATIONS

Music Majors enrolled in 1200-level performance studies will perform for a jury at the end of each semester. Jury examinations will only be scheduled during Finals week and may not interfere with regularly scheduled examinations. Jury examination times will be posted each semester in advance by the area coordinator. Students enrolled in 1100 and 1200 level lessons may perform their jury piece(s) unaccompanied.

All faculty will attend juries for their applicable area (woodwind, brass, percussion, piano, voice, strings) and contribute a jury sheet and assessment sheet with a grade, comments, and suggestions for the student's benefit.

A composite jury grade will be determined by the studio professor. The composite jury grade will be a significant factor in the determination in the final semester grade.

The student is to bring a completed and signed Repertoire Sheet to the jury, listing all materials studied during the semester.

PERFORMANCE STUDY LEVELS

<u>1100-Level Performance Study</u>

1. Primarily taken by non-majors and majors on a secondary instrument.
2. Student Convocation performance and attendance is optional.
3. Participation in an approved Music Program ensemble required.
4. Jury examination is optional.

5. Recital attendance optional.
6. Studio Class/Convocation optional.
7. Entitled to sign up for practice facilities.

1200-Level Performance Study

1. Primarily reserved for music majors.
2. Student Convocation performance and attendance required for majors. Optional for non-majors
3. Participation in an approved Music Program ensemble required.
4. Jury examination required for majors.
5. Recital attendance required for majors.
6. Entitled to sign up for practice facilities.
7. Studio Class is optional.

EXIT RECITAL

An Exit Recital is an optional capstone presentation of a student's solo work on their primary instrument and may only be performed during a student's final semester of study. Students must submit an application to reserve a date on the performance calendar. Students may perform a 60-minute solo recital or combine with another student not to exceed a total of 60 minutes. Students must enroll in the applicable MUEN course to guarantee adequate rehearsal time with a faculty accompanist.[1] A recital preview must occur no less than seven (7) calendar days prior to the recital with a minimum of three (3) faculty members in attendance.[2] The student and applied professor are responsible for all publicity materials, concert program, and securing a volunteer stage manager. Program information should be submitted no less than 7 days prior to the performance. Students giving an Exit Recital will be excused from giving a jury performance in that semester. Available performance dates will be announced during the first week of classes of the semester that the recital will be given.

[1] Students may opt to hire their own accompanist.
[2] The faculty accompanist may count toward the minimum three.

DEFERMENT/LEAVE OF ABSENCE

Any student who is required to participate in off-campus, college-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc. should obtain a letter on official college letterhead from the faculty or staff member supervising the off-campus activity. The form must contain specific information concerning the activity and date, be signed by the supervising faculty or staff member, and be submitted by the student, at least one week in advance, to the individual instructors of the student's classes. It is requested that students not be penalized for absence from class provided a properly signed letter has been filed with the instructor prior to the absence. In all instances, it is the students' responsibility to make up all work missed.

Please see the MCC Catalog for Course Attendance Policies:
https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf

PART III – STUDENT RESOURCES

MCC offers a considerable number of support groups for academics, financial, computing and technology, administrative, organizations, diversity, health, safety, conflict resolution, marketing and production, and copying, publishing, and mailing. The vast majority of these support services can be accessed here: https://www.mclennan.edu/current-students. The more frequently used support services can also be found below, containing the following links and descriptions:

- Health
  - **MCC Community Clinic:** https://www.mclennan.edu/community-clinic. The Waco Family Medicine - MCC is a partnership between McLennan Community College and Waco Family Medicine. The Waco Family Medicine operates this primary care clinic for the college's students and employees as well as for the general community.

  - **Counseling Center:** https://www.mclennan.edu/counseling. College can be a stressful and demanding time for many students. Students may often experience a variety of personal, social, emotional, and adjustment issues that require assistance. It is not uncommon to need additional support to meet these challenges. The MCC Student Counseling Center provides free, confidential, individual, group, and crisis counseling to currently enrolled MCC and University Center students.

- Safety
  - **MyAlert:** https://www.mclennan.edu/alerts. This service offers the ability to sign up for emergency notifications to be sent to your phone, such as inclement weather, fires, gas leaks, etc.

  - **Emergency Management:** https://www.mclennan.edu/crisis-management. The information and instructions provided on this website are presented as safety guidelines for the college community. They should be reviewed at least annually by all faculty and staff.

  - **Police:** https://www.mclennan.edu/police. The Mission of the McLennan Community College Police Department, in partnership with the campus community, is to cultivate an atmosphere which supports the educational process and promotes academic and personal achievement, and community prosperity.

  - **Bus Pass:** https://www.mclennan.edu/bus. In order to provide safe and reliable transportation to our students, MCC is collaborating with Waco Transit's public bus system. All MCC or University Center students currently enrolled in credit courses are eligible to receive a free Highlander Bus Pass.

- Conflict Resolution
  - **Discrimination, violence, and harassment policies:** https://www.mclennan.edu/about/student-complaints.html. McLennan Community College provides students with procedures to resolve complaints or

grievances regarding discrimination, sexual misconduct or other alleged violations of law or college policies.

- Academic
  - **Testing Center:** https://www.mclennan.edu/testing-center. The Testing Services Department is an innovative testing site that provides MCC students and the community-at-large with an optimal testing experience. Testing can help you evaluate the skills you have, and need, to advance your academic and career goals.
  - **Academic Support and Tutoring:** https://www.mclennan.edu/academic-support-and-tutoring. Our goal is to connect MCC & University Center students with the resources and skills needed to become independent learners, to improve student success and satisfaction, and to offer students on McLennan's campus a chance to prepare for and reach their academic goals. This includes help with the following: essay/writing help; math & accounting assistance; content support & tutoring (all subjects); printing, study rooms, & other resources; learn about Brightspace, student email, MyMath Lab, MyMCC, and more; classroom technologies; presentations & workshops.
  - **MyMCC:** https://www.mymcc.mclennan.edu. MyMCC is a tool that provides McLennan Community College students real-time, up-to-date information online 24/7, like paying for your classes using your credit card or checking account information; set up a payment plan; view and print you automated degree plan; view course information -- additional fees, pre-requisites, and additional notes; check your financial aid status and awards; view your grades and print your unofficial transcript
    request an official transcript; view your test scores; change your contact information (address and telephone number); add/update your email address; check and pay for registration holds. Find out how to check your account for holds: https://youtu.be/j1WF3F7TazQ
  - **MCC Campus Map:** https://www.mclennan.edu/campus. Getting to class on time is important. Plan ahead!

PART IV – GENERAL POLICIES

FACILITIES

Program activities are housed in Wilbur A. Ball Performing Arts Center (BPAC) and Music, Theatre, and Arts (MTA) Building. Wilbur A. Ball Performing Arts Center was completed in 1985 and remodeled in 2014. The administrative offices, classrooms, studios, individual and large rehearsal rooms, Recording Studio, Concert Hall, Box Office, and music ensemble libraries are located throughout Ball Performing Arts Center.

Historic Music, Theatre, and Arts Building was built in the 1960s and houses a 100-seat theatre. Additional classrooms, rehearsal rooms, studios, digitized music theory lab, and state-of-the-art Yamaha piano lab are located in the Music, Theatre, and Arts Building.

MCC is an All-Steinway School that includes two 10' concert grands, 6' grands in studios and rehearsal rooms, and upright pianos in every practice room.

CONTACT INFORMATION

Department of Music
McLennan Community College
1400 College Drive
Waco, Texas 76708

Phone: (254) 299-8283
Fax: (254) 299-6230
Email: music@mclennan.edu

BUILDING HOURS

MONDAY-FRIDAY	7:00 a.m. - 11:00 p.m.*
SATURDAY	8:00 a.m. - 11:00 p.m.*
SUNDAY	9:00 a.m. - 11:00 p.m.*
HOLIDAYS	CLOSED, unless posted otherwise

*Students may use their ID card to enter the building when locked to the public.

Students in the building at other times are in violation of campus security.

KEY POLICY

The Department of Music makes keys for Ball Performing Arts Center and Music, Theatre, and Arts Building available to faculty, staff, and students on a permanent or temporary basis as required. Faculty and staff are issued keys for offices and other BPAC and MTA spaces they use on a consistent basis. A key form is filled out and kept on file in the Department of Music or Physical Plant office. This record is updated as keys are returned, or keys added to the list as necessary. Students may be issued keys with permission from a faculty member. Keys can be checked out for the duration of the school year or by semester. Students may check out keys for temporary use by requesting a key from the office staff in the Music Office.

POLICY FOR RESERVING CLASSROOMS, BALL CONCERT HALL, AND MTA THEATRE

All scheduling of Ball Concert Hall and MTA Theatre is handled by the Visual and Performing Arts Division Administrative Assistant. To request a performance, please email the VPA Administrative Assistant, Sami Stewart-Ely, at sjstewart@mclennan.edu.

Rooms are not to be scheduled to conflict with scheduled classes, rehearsals, or concerts.

Weekend use of classrooms in Ball or MTA should be scheduled prior to the weekend to provide adequate time to obtain key access to the rooms. Keys will not be distributed unless the room has been successfully scheduled.

The person reserving the space is responsible for returning all chairs and equipment to their original place, turning off lights, and securing the doors.

PRACTICE ROOMS

Those using practice facilities are expected to treat equipment properly and report to the Music Office any equipment needing repair and/or receiving abuse. Students in violation of the following regulations relinquish their right to continued use.

Regulations

1. **Smoking, drinking, or eating is prohibited in practice rooms.**
2. Practice rooms with pianos must be checked out through the Music Office.
3. Windows on doors are not to be covered.
4. MTA 108 is a piano major practice room reserved for piano majors.
5. The Piano Lab, MTA 103, is reserved for classes, lab projects, and piano practice.
6. Open practice rooms are available for all students no matter their major.
7. Students should follow the policy of "leave it as you found it," and chairs or stands should not be taken from these rooms.
8. Students must remove all personal belongings from the practice rooms upon departure.

PRIVATE TEACHING IN PRACTICE ROOMS

Independent private teaching is not permitted in MCC practice rooms, studios, or classrooms without written permission of the Visual and Performing Arts Division Chair.

SCHEDULING – GENERAL

The following procedures are to be followed in scheduling events involving music student faculty, and guest artists.

1. To be assigned a date, time, and place, the event must first be recorded with the VPA Administrative Assistant through email.

2. When the performance is scheduled outside of the BPAC or MTA, students, faculty, and others must schedule performances through the VPA Administrative Assistant to ensure coordination.

3. Completed forms must be submitted by the deadline in order to confirm and ensure availability of staff, space and equipment, purchase order initiation, distribution of publicity material and printing of the program.

POSTING MATERIALS

Students are welcome to post posters and fliers for Department of Music events on bulletin boards in the MTA lobby, or on door windows of the BPAC and MTA buildings. If you want to post materials on a bulletin board that belongs to a faculty member or an organization, you must get approval from that faculty member or organization. If you would like your poster to be considered for placement in these locations, please give your poster to the VPA Administrative Assistant. Department of Music faculty and staff reserve the right to remove any inappropriate posters or signs at any time.

FACULTY DIRECTORY

Name	Specialization	Office	Phone	Email
Ben Cantrell	Violin/Viola, Appreciation	BPAC 101	254-299-8258	bcantrell@mclennan.edu
Tristen Collinsworth	Oboe, Bassoon	BPAC 117	254-299-8219	tcollinsworth@mclennan.edu
Jon Conrad	Music Department Coordinator, Bands	BPAC 108	254-299-8220	jconrad@mclennan.edu
Vanessa Davis	Clarinet	BPAC 116	254-299-8284	vadavis@mclennan.edu
Jared Eben	Piano, Theory	BPAC 112	254-299-8240	jeben@mclennan.edu
Matthew Fowler	Trombone	BPAC 117	254-299-8219	mfowler@mclennan.edu
Kim Hagelstein	Horn, Appreciation	BPAC 110	254-299-8113	khagelstein@mclennan.edu
Korey Hicks	Jazz, Commercial Music	BPAC 115	254-299-8251	khicks@mclennan.edu
Jonathan Kutz	Percussion, Drum Set	MTA 115	254-299-8110	jkutz@mclennan.edu
Ping-Ting Lan	Piano	MTA 105A	254-299-8104	plan@mclennan.edu
Eduardo Martinez	Flute, Mariachi	MTA 105C	254-299-8118	emartinez@mclennan.edu
Jenna McLean	Choirs	BPAC 100	254-299-8275	jmclean@mclennan.edu
Peter Olson	Bass, Orchestra, Appreciation	BPAC 103	254-299-8221	polson@mclennan.edu
James Pitts	Piano, Theory, Literature	BPAC 114	254-299-8285	jpitts@mclennan.edu
Masha Popova	Flute	BPAC 117	254-299-8219	mpopova@mclennan.edu
Kayla Rosas	Recording Studio, Audio	BPAC 124	254-299-8231	krosas@mclennan.edu
Mark Schubert	Trumpet	BPAC 117	254-299-8219	mschubert@mclennan.edu
Edgar Sierra	Voice, Opera	BPAC 107	254-299-8222	ersierra@mclennan.edu
Matthew Singletary	Saxophone, Appreciation	BPAC 116	254-299-8284	msingletary@mclennan.edu
Casey Stringer	Euphonium, Tuba	BPAC 117	254-299-8219	cstringer@mclennan.edu

STAFF DIRECTORY

Name	Specialization	Office	Phone #	Email
Mandy Morrison	Chair, Visual and Performing Arts	BPAC 106	254-299-8283	mmorrison@mclennan.edu
Randy Dockendorf	Performing Arts Facilities Technician	MTA 112	254-299-8243	rdockendorf@mclennan.edu
Sami Stewart-Ely	Senior Administrative Assistant	BPAC 104	254-299-8283	sjstewart@mclennan.edu
	Box Office	BPAC 120	254-299-8200	boxoffice@mclennan.edu

DEPARTMENT OF MUSIC STUDENT EMPLOYMENT

Several opportunities for part-time employment exist within the program. Persons qualifying under the "College Work Study" and "Non-Work Study" program are especially urged to seek employment within the program.

Students in their second year of study can also apply for the "Supplemental Instruction" program. Concisely, Supplemental Instruction is a peer-led, group study paired with a specific class. More fully, Supplemental Instruction bolsters student success by pairing a previously successful student with a faculty partner to support that faculty member's courses according to their own content and teaching style. The S.I. leader then offers multiple opportunities each week for students to attend structured, group study sessions tailored to their specific course and instructor. S.I. leaders create session plans under the advice of their faculty partner, attend class meetings to maintain current knowledge, and are guided and observed by the campus S.I. specialist.

MCC AND DEPARTMENT OF MUSIC FINANCIAL AWARDS

Information on College need-based financial assistance is available from the Office of Financial Aid, Administration Building room 213 (254-299-8698). Students in need of financial aid are urged to pursue the various sources available through that office.

Ensemble scholarship awards are available to full-time students by audition. To be eligible for an ensemble scholarship, students must enroll in a minimum of 12 credit hours each semester, maintain a cumulative college GPA of 2.5, and receive an A in their major ensemble for which the scholarship is being awarded.
No music students with standing "F" grades in music courses will be allowed to audition. Students are normally auditioned on the campus throughout the academic year. Should a visit to the campus for an audition be impractical, a recording will be considered. A student must have applied for admission and been accepted before an award offer becomes final. For more information about ensemble scholarships, visit https://www.mclennan.edu/music/scholarships.

Additional monetary awards are available through the Department of Music: The Music Faculty Award - an honorary undergraduate award for a returning sophomore voted on by the Music Faculty and the Chair of the Visual and Performing Arts.

STUDENT CONVOCATION/STUDIO CLASS

Student Convocation and Studio Class held Fridays from 12:00–1:00 p.m. provides an opportunity for students to share performance achievements and to gain valuable experience before an audience of peers. It is intended to be a learning experience for both listener and performer. Performance dates will be assigned early in each semester. If a student does not perform at Convocation at least once a semester the studio grade will be lowered by the applied professor.

Attendance is required of all music majors enrolled in 1100 and 1200 level of performance studies. To receive attendance credit, students must turn in all programs at juries to their applied professor. If a student fails to meet the minimum attendance requirement, the performance studies grade may be lowered by the professor in accordance with the number of absences.

Students enrolled in conflicting classes meeting from 12:00–1:00 p.m. on Friday may be excused ONLY as follows:

- The course is required by their degree program.
- It is not offered any other time.
- The request is made in writing to the studio professor and the Department of Music Coordinator for approval during the first week of the semester.

RECITAL ATTENDANCE

In addition to Student Convocation which serves primarily as a laboratory for the performance studies program, students are expected to enrich their musical experience through attendance at campus musical events. A wide variety of solo, chamber, and ensemble concerts is presented by faculty, guests, and students. The Department of Music is committed to a high-quality music experience for all music students. Accordingly, all music majors are required to attend 3 convocations and 7 concerts per semester approved by the studio teacher.[1] Failure to meet the recital attendance requirement in full

will result in the lowering of the performance studies grade by 5%. The student is responsible for submitting proof of attendance via recital programs or other criteria specified by the studio teacher in the applied lesson syllabus. Upon successful attendance seven recitals/concerts, the applied professor will report successful recital attendance to the Division Chair for the purpose of notating on student's transcript.

[1] The student may not participate in the concert/recital for it to count toward the 7 total.

ENSEMBLE PARTICIPATION

Each ensemble is granted credit in accordance with the college-approved ensemble credit ratio of 1 credit for 6 hours of class time except for chamber ensembles which have a credit ratio of 1 to 1. Any student enrolled for applied music is required to simultaneously enroll in an ensemble, such ensemble being related to the student's major instrument and degree objective, as approved by the studio instructor in consultation with the ensemble director.

Information on ensemble auditions/participation can be found by visiting:
https://www.mclennan.edu/music/Ensembles

Extra Rehearsals

1. Ensembles may hold extra rehearsals one week prior to a concert. Generally, these extra rehearsals will occur on the weekend and should not exceed a total of three hours. For every 75 minutes of rehearsal time, the students must receive 15 minutes of consecutive break time.
2. Ensemble directors should endeavor to give compensatory time following a concert when extra rehearsals have taken place.
3. The schedule for extra rehearsals should be presented to the full ensemble as part of the course syllabus in writing, at the beginning of the semester.
4. When extra rehearsals are required for an event, the schedule of extra rehearsals must be clearly communicated in writing to the applied studio teachers and other ensemble directors in the Department of Music. This policy is in place to avoid overuse of student time and physical fatigue that can damage a student's playing technique.*
    * If a student is in multiple ensembles and extra rehearsals occur for more than one ensemble in any given week, the applied studio teacher may elect to withdraw a student from extra rehearsals, without penalty to the student's grade, to ensure the student does not injure themselves from overuse.
5. Required sectionals outside of class time should be considered extra rehearsals and adhere to the policies above.

Exceptions

Marching Band & Pep Band
Extra rehearsals may be scheduled preceding the beginning of fall semester classes and during weeks in which a performance at a game is scheduled. In no instance should weekly rehearsal time exceed nine hours plus game day once classes begin.

Opera Workshop

Extra rehearsals may be scheduled preceding and during performance week due to the nature of preparing for theatrical performances. The instructor will ensure that the extra time is given back to the students following the performances. There may be more than one extra rehearsal during performance week.

ACCOMPANISTS

Students in need of an accompanist for a Convocation or Jury performance should complete the "Request an Accompanist" form on the "Current Students" webpage located on the McLennan Music Department website before Week 5 of the semester: https://www.mclennan.edu/music/current-students. All piano accompaniments must be turned in to the "Accompanist Inbox" in BPAC 105 before Week 5 of the semester – no exceptions. Accompaniments must be original copies or double-sided photocopies. Students will be notified of their accompanist assignment before Week 9 of the semester. Students must email the accompanist not less than two weeks prior to their performance date to schedule rehearsals. Student will receive two (2) 15-minute rehearsals – arrive prepared. The accompanying pianist may record the rehearsal and share with the applied professor for review if they feel the student is not prepared and the applied professor will acknowledge in writing that they have reviewed the recording.

Music majors performing their Convocation piece again at jury examinations (finals week) will receive one additional rehearsal with a faculty pianist between the Convocation and jury examination performances. Performance of new repertoire at the jury performance may be given without an accompanist. However, if the jury examination repertoire is different than Convocation repertoire and requires an accompanist, then the student must sign up for an 8-week section of coaching.

If a non-music major requires an accompanist for jury examinations, the above procedures and deadlines for requesting accompanists and submitting accompaniments will apply. In this case, non-majors will receive one 15-minute rehearsal to be scheduled by the faculty pianist.

INSTRUMENT AND LOCKER CHECK-OUT PROCEDURES

To check out an instrument, students should scan the QR code in BPAC 146 to request an instrument rental. The Instrument Warden will coordinate the contract agreement and checking out/in of the instrument. Instruments are issued on a semester basis only. Re-issuing of instruments for spring semester (or for the summer) must happen by renewing one's contract at the end of the semester. The rental fee is $50 and will be assessed to the student's MCC account. At the time the student receives the instrument, they will also be assigned a locker. Students must store their rented instrument in this locker when not in use. Failure to secure the instrument in this manner can result in the loss of the privilege of renting an instrument. Fee structure for state-owned instruments is covered in the next section.

Students may rent a locker to store their personal instruments, books, etc. To rent a locker, students should scan the QR code in BPAC 146 to request a locker rental. The fee to rent a locker is $0. Locks for each locker will be provided by the student. The only locks permitted are combination-style locks—key locks are not acceptable and will be cut off the locker. Students should note that while they are renting the space within a locker, the Department of Music may need to access the locker. Renting a locker gives the renter a secure place to store their personal effects, but it does not guarantee privacy from college representatives. On the rare occasion that a student's locker needs to

be opened, staff will aim to give the student 12-hours warning via the student's college email account.

STATE-OWNED INSTRUMENTS

Instruments are issued on a semester basis only and are restricted to students enrolled in a performance group or lessons. Students in methods class or pep band will not be assessed a rental fee as they will be assessed a course fee to cover maintenance of these instruments. Except for Marching Band and methods class use, or if waived by the VPA Chair, a fee is assessed per instrument each semester to cover the costs of routine maintenance. This fee is assessed to the student's MCC account.

up to 2 weeks use	no fee
for semester use	$50.00

Time of use each semester is determined on an accumulative basis. The user is fully responsible for reimbursement to the Department of Music for additional costs associated with the loss or damage of instruments and cases beyond "normal wear and tear" covered by the above fee.

State law (Business Policies & Procedures Manual, 90.50.1) prohibits any MCC employee from authorizing the loan of State inventory to an individual for private use. Likewise, an individual is prohibited from using university inventory for private use or personal gain, i.e. State owned instruments are not to be used when the performer receives pay.

MCC MUSIC INSTRUMENT CARE AND STORAGE

1. Instruments, mouthpieces, lyres, etc. must be stored correctly.
2. Music, flip folders, charts, etc. are NOT to be stored between instruments and their cases.
3. Instruments should be maintained in a manner appropriate to the instrument. Students are expected to return instruments in the same condition in which they received it.
4. No food or drink, including water bottles, may be placed on a piano.

INSTRUMENT RETURN PROCEDURES

1. All instruments must be returned no later than WEDNESDAY of finals week each semester. Failure to return instruments by the Wednesday deadline will result in a fine of no less than $15.00. Further failure to return instruments will result in the notification of the proper authorities.

2. Instruments are to be returned for inspection during the check-in period at the close of each semester.

3. Damages found will be noted and repairs made at the user's expense.

SEMESTER BREAK AND SUMMER USAGE OF INSTRUMENTS

Students who are taking private lessons during the academic year may sign out instruments for off-campus use during the summer or during semester breaks or vacations under the following conditions:

1. Written recommendation of the teacher is required.

2. Written agreement by directors of ensembles who might have need for the instrument that it will not be needed for repair or school use during the summer or during semester breaks or vacation.

3. Written agreement by the student to return the instrument prior to the first day of next registration period after break or summer.

4. Presentation by the student of an insurance policy covering damage and loss of the instrument payable to the Department of Music, McLennan Community College. The written policy must include a full description of the instrument complete with serial number and MCC inventory number. Written policy is due one week prior to the instrument leaving the building.

INSTRUMENT INSURANCE

Students are responsible for insuring their own instruments. One way for students to purchase insurance for an instrument is by attaching a floater to their parents' homeowner's or renter's insurance policy. Members of the American Federation of Musicians may purchase insurance through the federation. Students who are not union members should research their local insurance companies and agents to compare available coverage. Students should know that there are differences in coverage and premiums for professional and non-professional musicians. For more information, contact an insurance carrier.

RECORDING STUDIO

Use of the Recording Studio is regulated by the Audio Recording Engineer. To schedule recording time in the studio, please email Kayla Rosas at krosas@mclennan.edu.

MCC LIBRARY

Music scores, music education materials, music reference materials, music literature, and CD collections can be found in the MCC Library.

All Materials can be searched for online at https://mclennan.libguides.com/music.

LIBRARY SERVICES AND RESOURCES AVAILABLE FOR STUDENTS

Grove Music Online

Oxford Music Online

New York Philharmonic Digital Archives

PART V – LINKS TO FORMS

Forms can be found on the website: https://www.mclennan.edu/music/current-students

PART VI – DEGREE GUIDE

MCC ACADEMIC CALENDAR LINK:
https://www.mclennan.edu/calendar.html

DEPARTMENT OF MUSIC DEGREE GUIDE LINK:

For students beginning in 2024:
https://web.mclennan.edu/degree-plans/plan/2024/aa-music-fos

For Students beginning in 2025:
https://web.mclennan.edu/degree-plans/plan/2025/aa-music-fos

For Students beginning in 2026:
https://web.mclennan.edu/degree-plans/plan/2026/aa-music-fos

Associate of Arts With Field of Study in Music (60 Credits)

A field of study curriculum is a group of courses approved by the Texas Higher Education Coordinating Board that can be taken at the community college level and transferred as a block into a specialized bachelor's degree program at a state university.

The Associate of Arts Degree With Field of Study in Music is intended to serve and prepare students for transfer to a four-year institution. Commonly, students transfer to a university to complete their studies working toward a bachelor's degree in Music, Music Education, Music Theory/Composition, Music Performance, Music Business, Music Therapy, and more.

First Year

First Term	*Credits*
MUSI 1311	3
MUSI 1116	1
MUSI 1181 or MUAP 1169	1
Applied Lessons	2
Major Ensemble	1
ENGL 1301	3
HIST 1301	3

Second Term	*Credits*
MUSI 1312	3
MUSI 1117	1
MUSI 1182 or MUAP 1169	1
Applied Lessons	2
Major Ensemble	1
Speech Elective	3
HIST 1302	3

Summer-1	*Credits*
Communications elective	3

Second Year

First Term	*Credits*
MUSI 2311	3
MUSI 2116	1
MUSI 2181 or MUAP 1169	1
MUSI 1307	3
Applied Lessons	2
Major Ensemble	1
GOVT 2305	3

Second Term	*Credits*
MUSI 2312	3

MUSI 2117	1
MUSI 1182 or MUAP 1169	1
Applied Lessons	2
Major Ensemble	1
Texas Core Curriculum Elective	3
GOVT 2306	3
Chamber Ensemble/Choir	1