

**POMONA COLLEGE
MUSIC DEPARTMENT**

Introduction to This Handbook

In any given year, the Pomona College Music Department serves several hundred students, as many as nearly any department on campus. Course offerings in the Department are particularly diverse and varied, and the numerous policies and practices governing Department operations cannot all be provided in the Pomona College Catalog.

It is your responsibility to understand and follow the policies and procedures of the Department. Identify the sections of this handbook that pertain to your participation in the Department, and read those sections carefully. If you have questions about anything in this handbook, or about any topic not covered by this handbook or the Catalog, ask a Department faculty member.

No. You may enroll in lessons on two different instruments simultaneously, but you must earn credit on a single instrument to satisfy Area 6 through lessons.

In addition to the normal course load (four courses for firstsemester students, five courses for all others in good standing), students of any class year in good academic standing may enroll for the following combinations of partial-credit courses in Music, Dance and/or Physical Education

up to one full credit of 0.5- or 0.25-credit courses, or
two 0.5-credit courses plus one 0.25-credit course

For example, the following course load would be permitted for a first-semester student:

four regular full-credit courses
one ensemble course (0.5 credit)
MUS10 on piano (Level I lessons, 0.25 credit)
MUS10 on voice (Level I lessons, 0.25 credit)

as would the following:

four regular full-credit courses
one ensemble course (0.5 credit)
MUS100 (Level II lessons, 0.5 credit)
a Physical Education course (0.25 credit)

If you are concerned about your course load, lessons and ensembles may be combined to earn one course credit. For example,

three regular full-credit courses
one ensemble course (0.5 credit)
MUS100 (Level II lessons, 0.5 credit)

For clarification of these rules, you may ask any faculty member in the Music Department.

Music ensembles are academic courses and attendance is considered mandatory. Some athletics coaches provide flexibility in order to accommodate students who want to do both. Check with your coach to identify conflicts.

An unlimited number of credits through applied lessons, whether in quarter-credits or half-credits, may be applied to graduation. For ensembles, the maximum is two credits (the equivalent of four semesters) for any given ensemble; additional semesters of participation will be noted on your transcript without additional credit.

The Pomona music theory sequence begins with MUS 4 (Materials of Music) which is accessible to students with little or no prior music theory study. The sequence continues with MUS80 (Theory I), appropriate to students having significant prior study.

To find which course is appropriate to you, the Department offers a placement test.

To reach the placement test,

 Login to Saka(the Claremont Collaborative Learning Environment)using your Pomona

Navigating the Applied Music Requirement

All Music majors must take at least four semesters of hour-long lessons (MUS 100 and/or MUS 15).³ These four semesters must be taken sequentially and thus cannot be taken simultaneously. (For example, you cannot take MUS 100 and MUS 15 in the same semester, or take MUS 100 and MUS 15 in the same semester, or take MUS 100 and MUS 15 in the same semester.) In other words, to be a Music major, you must be in hour-long lessons for at least four semesters during your Pomona career.

You must plan accordingly to ensure you have time to pass into and complete four semesters of hour-long applied lessons usually at Level II (MUS 100). For example, if you are planning to take a semester abroad during your junior year, you must pass the Qualifying Exam (page 17) by the end of the second semester of your sophomore year. This will leave you with four semesters to satisfy the requirement for hour-long lessons: the second semester of your sophomore year, the first semester of your junior year that you will be at Pomona, and the two semesters of your senior year.

If you are not planning to take a semester abroad, you may wait until the beginning of your junior year to pass the Qualifying Exam. However, if you are not able to pass the Qualifying Exam at this point and thus have only two years left at Pomona, it will be too late to find another major that is satisfactory to you.

Minoring in Music

The Music minor is designed to give students a broad view of various specialties within the field. It is structured to develop intellectual and technical skills and broad musical awareness, so that students will be available to evaluate received wisdom, uncover new facts and valid original insights, and, of course, make music. Music minors are required to gain competence in the various interrelated subfields of music represented at Pomona. Courses in music history teach the skills involved in historically-based research, analysis, and musical criticism. Courses in music theory teach the basic skills of composition, and the ability to read, aurally imagine, and analyze musical scores. Courses in ethnomusicology emphasize the understanding of music as a component of culture. Courses in applied music (lessons and ensembles) develop the musical judgment required in the intellectual study of music.

No. Minors are optional.

Not only are fewer courses required, but also fewer specific courses are mandated for the minor. Instead, students choose courses from broad categories.

Because few specific courses are required, students of all experience can pursue a Music minor.

If you currently possess no background in music studies, the minor may be a good match for you while the major would be a formidable challenge. You may start out with courses at the introductory level. Even if you have no experience as a performer, fulfilling the ensemble requirement through an ensemble open to beginners, such as the Balinese Gamelan, can be very rewarding and educational.

At the other end of the spectrum, a student with extensive musical background could fulfill the minor through courses designed for Music majors. Through careful course selection, such a student might be able to use his or her work as a Music minor as a stepping stone to a career in music.

Requirements total eight to nine course credits, with the following distribution :

- 4 semesters of applied lessons totaling at least 10 credit
- 4 semesters of ensemble courses, totaling 2 credits
- 2 courses in history and literature
- 2 courses in theory, at least one of which must have a musicianship lab (MUS80 or 81)
- 1 course in ethnomusicology

The applied study requirement must be satisfied on a single instrument. If you spend only one or two intermediate proficiency on your instrument of choice.

Applied Lessons

Pomona offers individual instruction on more than twenty instruments, including piano, voice, guitar, organ, harpsichord, and all standard orchestra and band instruments, including harp and percussion.

Lessons and the Curriculum

Applied lessons are offered at two levels, Level I and Level II. Considerable proficiency on the instrument is required to be eligible for Level II lessons.

Students taking lessons are expected to participate regularly in appropriate performing ensembles to the full extent of their ability.

Level I lessons (MUS 10) are for one half hour per week. Level I lessons award 0.25 credit. After a maximum of four semesters, students must take the Qualifying Exam (page 17) to move to Level II or to remain at Level I. To move to Level II, students must demonstrate considerable progress and facility with their instrument. In the event that a student does not pass the Qualifying Exam after four semesters at Level I they are considered either ineligible to continue with lessons or, by special permission, may continue at Level I under course number MUS 10. In very rare circumstances, the Music faculty may allow a student to continue at Level I under the course number MUS 15 (a one-hour per week lesson) but they must retake the Qualifying Exam at the next opportunity to reassess their eligibility.

Level II lessons are open only to those students who have passed the Qualifying Exam. Level II lessons may be taken for either a half-hour (MUS 20) or a full hour per week (MUS 100). Music majors are required to take MUS 100. Students at Level II are expected to show the increased commitment and

for a letter grade.

Yes. Lessons may be used to fulfill the Area 6 requirement, subject to certain restrictions. See Music in the Curriculum (page 3).

In addition to the one-on-one instruction that exists for all the instruments that the Department offers, the great demand for beginning level lessons on piano is met by classes in Group Piano (MUS 7). Rather than registering by the special method for individual lessons (below), register as you would for any other course by using the registration portal; you will be required to PERM. From time to time, group lessons in voice may be offered as well (check current listings).

Signing Up for Lessons

Registration begins approximately two weeks before the first day of classes. It is best to register by the start of classes, although many students who register during the first week of classes can be accommodated. Registration takes place through an online form that can be reached through the Music Department website:

<https://www.pomona.edu/academics/departments/music/courses-requirements/private-music-lessons>

No. In fact, you cannot register for lessons this way. After the lesson registration and placement processes are complete, the Department will submit all applied lesson registrations to the Registrar.

Owing to a special rule explained in detail in the Catalog, adding music lessons will usually not result in a course overload. For more information, see page 4. How do lessons and ensembles fit into my schedule? If you are still unsure about your particular situation.

Your registration for applied lessons will not be finalized until after the second week of the semester. If you decide not to take lessons or cannot get a spot, contact the Academic Coordinator, Natasha Cockrell, and they will cancel your registration.

Undergraduate students of the Claremont Colleges take lessons as academic courses ~~credit~~ as part of the curriculum. There is no additional cost to enroll in lessons. Students ~~at~~ Claremont Graduate University, however, must pay for applied lessons at the prevailing rate, available from the Music Department Academic Coordinator.

No, although exceptions are sometimes granted for Music majors ~~Refer to page~~9.

Scheduling Lessons and Handling Cancellations

When you register online for lessons, you will be asked to indicate your available times during the week. Please remember that most applied music instructors are ~~part~~time members of the faculty whose busy professional lives mean that their available ~~time~~ campus is quite limited. Specific scheduling processes ~~vary~~ according to your instrument of study, as follows:

Voice – New students (both beginners and ~~not~~beginners) will be scheduled for a lesson time only after a brief interview/audition with Prof. Melissa Givens. After that meeting, Prof. Givens will place you into a studio and assign a lesson time for you, if one is available. Returning voice students should sign up for a lesson time, according to the availability of ~~their~~ instructor.

Piano New students (both beginners and ~~not~~beginners) will be scheduled for a lesson time only after a brief interview/audition with Prof. Genevieve Lee. After that meeting, you will be placed in a studio and given a time, if space is ~~available~~. Your instructor will arrive at a schedule that best accommodates everyone.

Other instruments Your instructor, together with the Coordinator of Applied Music, will arrive at a schedule that accommodates everyone ~~as~~ well as possible. Once that schedule is established, the Academic Coordinator or your instructor will contact you by email with your regular lesson time. ~~Be~~ ~~not~~ miss your first lesson. For some instruments, demand is so great that all interested students cannot be accommodated; in such cases, students who have registered earlier usually have a better chance of receiving lessons.

Students who repeatedly fail to show up for scheduled lessons may be dismissed from their studio. Depending on the circumstances, this could result in being forced to drop the course or receiving a failing grade

Occasionally conflicts may arise for your instructor. In such cases, a make-up lesson may be scheduled with your instructor at a mutually available time.

Drop them through the Portal as you would for any other course (see the Pomona College Catalog)

Qualifying Exams

You must take a Qualifying Exam if any of the following apply:

- You wish to enroll in Level II lessons.
- You have completed four (or more) semesters of Level I lessons on one instrument and wish to continue studying on that instrument.
- You have been placed, by special permission, in MUS 15, and wish to continue studying on that instrument.
- You have completed four semesters of 0.25 credit lessons and wish to receive Area 6 credit.

You should consult your instructor for the requirements particular to your instrument. The following is a guide.

You should prepare:

- One major and one minor scale (harmonic or melodic) of your choice, throughout the standard range of the instrument. Scales should be performed moderately quickly.
- Two pieces in contrasting historical styles. Vocalists should sing in two languages. If you are a vocal instructor or a member of the full-time faculty.

Considerations:

- Vocalists must perform from memory. Other instrumentalists may use sheet music.
- At least one piece must be accompanied, unless your instrument is one that does not require accompaniment⁴

⁴ Refer to the Qualifying Exam form for a list of instruments that are excused from this requirement.

Qualifying Exams are evaluated by the full-time

To locate a part, you may check the Music Library or ask your instructor for help. Note that if you are taking the Qualifying Exam at the beginning of the fall semester, you will need contact Prof. Genevieve Lee (genevieve.lee@pomona.edu) to request a pianist. You will be contacted to schedule a rehearsal and make sure you are prompt in your reply.

Miscellaneous Questions about Applied Lessons

Yes. The instruments in the greatest demand are piano, voice, and guitar and it is not always possible to accommodate every student who wants to study one of these instruments. Anyone who does not get a slot will be placed on a waiting list and given priority when spots become available.

No. The faculty will place students into the studios of individual instructors so as to keep the studios and no instructor is more advanced than any other.

Not under the auspices of Pomona College. Only lessons from Pomona College faculty are eligible for academic credit, fulfill the requirements for the Music major or minor, and grant other benefits of being within the Pomona Music program.

On most instruments, Pomona offers only one instructor. In case of an apparent conflict, the first step is to have a conversation with the instructor. Many issues resolve themselves once communication is improved. Disagreements about artistic issues are normal and do not threaten the learning process. Pomona has more than one instructor on the given instrument, a studio change is possible under rare circumstances, subject to the desired new instructor having space available and agreement by all parties.

If a student feels that the conflicts with their instructor go beyond matters of personality and/or call the professionalism of the instructor into question, they are advised to first contact the area head (for Piano and Voice) or the Coordinator of Applied Music to determine if a studio change is warranted.

information about the auditions, if any, and answer any other questions you may have. Students interested in the Glee Club must also be active members of the Pomona College Choir for the academic year. Contact Prof. Donna DiGrazia (dmd04747@pomona.edu) during the Fall PCC audition period for additional information.

Members of any Departmental ensemble, including cross-campus students, should be sure to add the course to their official schedules through their campus registration portal.

For ensembles requiring instruments, the Department is sometimes able to loan instruments. For such ensembles as the Balinese Gamelan, where students are not expected to have their own instruments, the instruments are always provided. For more information see page 30, Borrowing Instruments .

Chamber Music

Chamber music refers to small ensembles of usually between two and eight players. Students interested in studying chamber music may receive academic credit by enrolling in the Chamber Music course at one of two levels: MUS 40 or MUS 140.

If you are interested in participating in chamber music, you should ask other students to find out whether they would like to be in a group with you. The faculty may also be able to help with leads. Once your group is assembled, you may ask any member of the faculty to be your coach. Finally, contact Prof. Genevieve Lee (genevieve.lee@pomona.edu) for a PERM to enroll in the course and to share your plans.

Your group should plan to rehearse for at least two hours each week by itself, without the assistance of the coach. Coaching sessions are additional to this time commitment and are scheduled according to the judgment and availability of the faculty coach. It is assumed that each chamber music group will perform on a student recital (see below) at least once each semester.

MUS 140, which designates a higher level of accomplishment by participants, is generally restricted to Music majors (very accomplished non-major musicians may also receive permission to enroll). MUS 40 awards 0.25 credit and MUS 140 awards 0.5 credit.

If some or all of the members of a chamber music group are not participating for credit, the group may nonetheless receive faculty coaching and perform. If anyone in the group is participating for credit, the rehearsal and performance guidelines above become mandatory.

Featured Recitals

Student performers or composers may request the opportunity to present a stand-alone recital featuring their work in such a way as would not fit within the regular multi-student events. Such students may have developed a substantial body of work and would benefit from presenting it in this longer format, a featured recital. The Music faculty review each featured recital proposal very deliberately to ensure that it will be a source of pride for all involved.

It is unusual for anyone to be prepared to give a featured recital before the senior year, but it is possible. Proposals by juniors will be examined with even more scrutiny than those by seniors and will only be accepted in cases of the most advanced students.

No, but whether they are Music majors or not, students who give recitals are ordinarily expected to be extremely active within the Department and exceptionally accomplished on their instruments.

Between 40 and 60 minutes of performance time. With tuning, breaks between pieces and movements, changes in the stage setup, and intermission (if any), this will result in a recital lasting between 60 and 90 minutes. Vocal recitals are at the shorter end of this range, with 40 minutes as an expected maximum for most.

Yes. This is a good option for students who would like to give a featured recital, but who would not be able to prepare a full-length program themselves.

In nearly all circumstances featured recitals will be held in Lyman Hall. This is a matter of scheduling, the better acoustic for student performers, and the size of the hall.

The first step is to establish a tentative program in consultation with your applied instructor. Your program should be of an appropriate length, it should be at an appropriate level of difficulty, and it should have a good balance between different styles, historical periods, and/or moods.

The next step is to find an available date and performance venue. Ask to meet with Sherrill Herring (sherrill.herring@pomona.edu), the General Manager of Music Facilities. Ms. Herring will identify one or more possible dates for your recital and put a hold on it pending approval of your recital petition.

After that, include your recital program (with timings) and the information from Ms. Herring in a petition (see page 37); submit your petition to the Department Chair via email. The faculty will respond to your request within approximately two weeks, so submit your request accordingly.

Featured recital requests that are not submitted _____ of the proposed date run a very high risk of not being approved.

The Music faculty will consider your proposed program, the endorsement of your applied instructor, and the quality of your performance so far. Students who have not already appeared on multiple student recitals will rarely be granted permission to give a featured recital.

Often, the Department will give tentative approval to a featured recital request, contingent upon a strong performance of one or more of the proposed works in one or more upcoming student recital(s). In this case, the faculty are not doubting your ability to perform; rather, they want to see a strong indication that your preparation for the recital is well under way. The piece(s) that the faculty ask to hear in advance will not be removed from your program unless they think you will not be able to get them up to performance level by the time of your recital; the earlier performance(s) will be in addition to the performance on your featured recital, not in substitution for it. Prepare as well as you can for the earlier performance, but do not neglect the other pieces on your recital in the meantime.

Anyone giving a featured recital is entitled to at least one two-hour rehearsal in the performance space. Additional rehearsal time may be available, depending on the venue and the time of year. Sherrill Herring (sherrill.herring@pomona.edu) handles the scheduling of rehearsals and performances in Bridges Hall and Lyman Hall, so after your recital has been approved, meet with her to discuss rehearsal times.

Staff accompanists are assigned by Prof. Lee for recitals for a specified number of hours of rehearsals. After your recital petition has been approved by the Music faculty, contact Prof. Genevieve Lee to arrange for a pianist. Once you are assigned a pianist, contact them as soon as possible to schedule your rehearsals.

General publicity for Department events is coordinated by the Concert Production Manager, Elizabeth Champion (elizabeth.champion@pomona.edu Thatcher 107). If your featured recital is approved by December 1 for a Spring recital or by May 1 for a Fall recital, it will be included in the Department's Concert Calendar, which enjoys a wide distribution. When possible, the Department will include your concert in announcements of upcoming events, but this cannot be guaranteed and may not be the most effective way to reach your prospective audience. Students are encouraged to create their own announcements and flyers and post them in Thatcher or other campus locations as permitted, as well as through social media promotions. You may contact Ms. Champion for more information, advice, or suggestions.

Written programs must follow the Department's style and format. A Microsoft Word template is available at www.pomona.edu/academics/departments/music/student-resources (click on /j s°±@ÿ &i ðš" \$& £& © '(i ©-š°i or via the Music Department Sakai site.

You must work in tandem with your advisor/instructor to create the program, according to production schedule deadlines individually set for you and communicated to all parties by the Concert Production Manager. Please watch for Ms. [redacted]'s emails in this regard, and direct to her any questions about the [redacted]'s style, formatting, or production schedule.

Production of your program will comprise two segments:

1. Program page, bio(s) and text/translations. Due to advisor/instructor approximately 8 weeks before the recital.
2. Program notes and acknowledgements. Due approximately 2.5 weeks before the recital.

, you will send each of these two sets of material

Informal bands or other musical groups with no affiliation to the Department, including groups, cannot meet or rehearse in Music Department spaces due to their heavy use by our curricular program. The Smith Campus Center and many dormitories have common areas designated for this purpose. Unauthorized use of any part of Thatcher by an outside group will be treated as a security violation.

Students involved with Music at Pomona may take advantage of all of the following:

- Practicerooms
- Grandpianos
- Organs
- Montgomery MusicLibrary
- Electronic MusicStudio
- Ž' \$, ' ' Šŕ © « ° - ' ŠŸ station
- Instrument lockers
- Borrowing instruments
- Financial support for specialprojects

Practice Rooms

Students who need access to practice space for a curricular purpose (lessons, Departmental ensembles, or certain classroom courses) may use the practice rooms located in the basement of Thatcher. There are a few unlocked practice rooms with upright pianos that are accessible 24 hours a day to those whose access has been approved (see 3 'Ÿ« ŁFj ° Ÿ °« ' «Š°Œj ŒŠŒj Œ«±Œ Š» «²j

Please demonstrate common courtesy when using the practice rooms. If you will be leaving the room, please lock the door and do not leave the room unattended. If you see someone else from using it. Also, remember that some rooms are adjacent to faculty studios, and the soundproofing in Thatcher is not uniformly good. Practice as loud as you need to, but keep in mind that someone else may be working in the room right next to you.

Grand Pianos

The piano faculty determine which students will have grand piano privileges. Only these students will have access to the Department grands; a list of these students is available in the Music Library. Keys to grand piano rooms will only be lent to those students on the list, and only during open hours at the Music Library. To be lent a key, the librarian must collect a deposit. Lent keys must be returned and rooms vacated prior to the Music Library closing.

Grand pianos for practicing are located in Thatcher rooms 6, 10, 109, 111, 210, and 212, and in Rembrandt rooms 102, 103, and 104. These pianos resonate well in smaller rooms and the lids should stay closed. If it is necessary to raise the lid to rehearse chamber music, please return the lid to its closed position when you are finished practicing.

Students performing on piano in recitals in Lyman Hall may sign out a Lyman Hall key, as well as a

The deadline for deciding whether to attend the program

Jobs in the Music Department

The Department offers a wide range of employment opportunities for interested students. Both students on financial aid and those not on financial aid are eligible to apply.

Music Library Staff Member

The Victor Montgomery Memorial Music Library (see page 29) is open approximately 67 hours per week and always has a student on shift while open.

Duties while staffing the library include (but are not limited to):

- Re-shelving materials
- Assisting all users in locating specific books or other holdings
- Assisting students who wish to use the computing resources
- Following up on students with overdue materials
- Supervising the loan of keys to qualifying students
- Answering questions from patrons about how to use the library
- Other tasks assigned by faculty, staff, or the head student librarian

in being a Music Library staff member, visit the library as early as possible in the semester, before classes start. The head student librarian will have posted information about how to contact them and will have provided an application form for you to fill out, indicating your weekly availability. The Library schedule is established within two weeks after the semester begins.

All Music Library staff members must understand that if they miss their shift or report late, the Library is unstaffed, greatly inconveniencing all patrons and embarrassing the Department. Infractions will result in consequences, which may include a reduction in the number of shift hours, and in extreme cases, termination of your librarian job.

Concert Production Manager Assistant

Concert Production Manager assistants are involved with the promotion of performances and lecture/demonstrations sponsored by the Department. Duties may include

- Posting flyers on the Pomona College campus and in the Village
- Labeling and stamping promotion materials
- Maintaining flyer and brochure distribution lists

Hours can be flexible depending upon types of duties. Those interested should contact the Director of Music Administration, Elizabeth Champion (elizabeth.champion@pomona.edu Thatcher 107) as early as possible in the semester (before classes start).

House Manager

The Department sponsors or hosts about 75 concerts and non-musical public events each academic year. Each event requires a house manager who is responsible for the overall management of the venue when it is open to the public, the supervision of event staff, the smooth running of the event, and the safety and satisfaction of the patrons and performers. General duties include:

House Management

Arriving early to ready the venue for use

Controlling access to the venue in advance of, monitoring security of the venue during, and handling lock up after an event

Managing and coordinating with ushers and audio engineers, including: sharing timings and seating instructions; reviewing wheelchair policies and emergency procedures and ensuring listening devices are made available

Stage Management

Running lights and recorded announcements according to performers instructions

Running basic sound during the event

Receiving instructions from performers and monitoring and handling set changes in between pieces, including any specific instructions for props or other items needed

Observing safety protocols when moving any equipment, including and especially grand pianos.

At the beginning of each academic year, one experienced student will create a schedule for each calendar month no later than the middle of the previous month.

Depending on the duration and complexity of the event, a house managing shift will usually last between two and four hours.

Concerts and other public events are central to the Department. It is essential that all events come off smoothly. Failure to show up for assigned shifts is grounds for dismissal.

If you are interested in becoming a house manager, contact General Manager Sherrill Herring (sherrill.herring@pomona.edu Thatcher 106).

Usher

Most concerts and events hosted by the Department are supported by one or more ushers. Ushers are responsible for the front-of-house with the goal of providing a positive environment for the performers. Their primary duty is to attend to the care and safety of the performance facilities and patrons before, during, and after performances and in the case of an emergency, be the public face of Pomona College to many of our campus guests. Ushers should be outgoing and friendly and have excellent customer service skills. They must be able to handle responsibility with little supervision.

A student's responsibilities include:

⁶ A complete list of policies and job duties can be found in the House Manager Policies and Checklist documents which are updated annually.

- Preparing the hall for audience arrival before an event
- Welcoming, assisting and counting patrons, and distributing programs
- Assisting limited mobility patrons
- Checking in and out assisted hearing devices for speakers events
- Seating latecomers
- Assisting in case of accident or emergency
- Straightening up the hall at the conclusion of an event
- Other duties as assigned by Department faculty/staff or house management

no later than the middle of the previous month.

Depending on the duration and complexity of the event, an ushering shift will usually last between ninety minutes and three hours. If you are interested in being an usher, contact the Usher Chair at (909) 865-2618 or (909) 865-2619.

Providing live soundreinforcement
Operating video cameras and video postproduction software

(...) scheduled somewhat at the ...

To apply, contact the

Wenger-Gottesman Depending on the schedule, Mr. Wenger-Gottesman or one of his assistants may be able to do the recording

