An die Musik

Text by Franz von Schober (1796-1882)
Music by Franz Schubert (1797-1828)
Translation by Richard Cross

Mässig

Oh Glorious
A tender

art how oft in life's dark hours

Enslaved within my life's unyielding grasp.
A sweet and holy chord, which spoken to me

'Tis you who kindled where my

in my heart the gentle love That guides me to a
soul shall find its rest Oh music art di-

better world above to a better world above
vine my thanks to you Oh glorious music my thanks to

above, you.

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</table>
# Opening Week Schedule

> music.yale.edu/opening-week

## FRIDAY, SEPTEMBER 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 pm</td>
<td>OISS, 421 Temple Street</td>
<td>International Students: Immigration Check-in at OISS*</td>
</tr>
</tbody>
</table>

## TUESDAY, SEPTEMBER 5

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30–10 am</td>
<td>Sprague Hall</td>
<td>New &amp; Returning Student Orientation &amp; Registration ‡</td>
</tr>
<tr>
<td>10 am–12 pm</td>
<td>Glee Club Room</td>
<td>History Exam</td>
</tr>
<tr>
<td>10:30 am–5 pm</td>
<td>Orchestra Rehearsal Hall</td>
<td>Philharmonia &amp; Chamber Music Auditions</td>
</tr>
<tr>
<td>2–4 pm</td>
<td>Glee Club Room</td>
<td>Hearing &amp; Analysis Exam</td>
</tr>
</tbody>
</table>

## WEDNESDAY, SEPTEMBER 6

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 am–5 pm</td>
<td>Orchestra Rehearsal Hall</td>
<td>Philharmonia &amp; Chamber Music Auditions</td>
</tr>
<tr>
<td>11 am–12 pm</td>
<td>Music Library</td>
<td>Music Library Orientation &amp; Introduction to Online Resources</td>
</tr>
<tr>
<td>1:30–2:30 pm</td>
<td>Leigh Hall 402</td>
<td>Introduction to Career Strategies Session</td>
</tr>
<tr>
<td>5–7 pm</td>
<td>HGS Courtyard</td>
<td>Opening Week Picnic</td>
</tr>
<tr>
<td>7 pm</td>
<td>Orchestra Rehearsal Hall</td>
<td>Music in Schools Initiative Information Session</td>
</tr>
</tbody>
</table>

## THURSDAY, SEPTEMBER 7

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 am–6 pm</td>
<td>Orchestra Rehearsal Hall</td>
<td>Philharmonia &amp; Chamber Music Auditions</td>
</tr>
<tr>
<td>9:30–10:30 am</td>
<td>Leigh Hall B09</td>
<td>New Piano Students Meeting</td>
</tr>
<tr>
<td>10 am–12 pm</td>
<td>Hendrie Hall 101</td>
<td>Vocal Department Organizational Meeting</td>
</tr>
<tr>
<td>2–3 pm</td>
<td>Music Library</td>
<td>Music Library Orientation &amp; Introduction to Online Resources</td>
</tr>
<tr>
<td>7 pm</td>
<td>Sprague Hall</td>
<td>Convocation ‡</td>
</tr>
<tr>
<td>8 pm</td>
<td>Graduate Club</td>
<td>Reception</td>
</tr>
</tbody>
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## FRIDAY, SEPTEMBER 8

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 am</td>
<td>Orchestra Rehearsal Hall</td>
<td>Philharmonia &amp; Chamber Music Auditions</td>
</tr>
<tr>
<td>9 am–12 pm</td>
<td>Orchestra Rehearsal Hall</td>
<td>Philharmonia Rehearsal</td>
</tr>
<tr>
<td>1–3:30 pm</td>
<td>Orchestra Rehearsal Hall</td>
<td>Philharmonia Rehearsal</td>
</tr>
<tr>
<td>4–5 pm</td>
<td>OISS, 421 Temple Street</td>
<td>International Students: Immigration Check-in at OISS*</td>
</tr>
</tbody>
</table>

## SATURDAY, SEPTEMBER 9

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 pm</td>
<td>Sprague Hall</td>
<td>All Voice Students: Introductory Aria Performances</td>
</tr>
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## MONDAY, SEPTEMBER 11

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30–2:30 pm</td>
<td>Sprague Hall</td>
<td>Chamber Music Organizational Meeting</td>
</tr>
</tbody>
</table>

## FRIDAY, SEPTEMBER 15

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 pm</td>
<td></td>
<td>Fall Term Course Schedules Due</td>
</tr>
</tbody>
</table>

Please note that Student Advisories are held throughout the week

‡ Attendance is mandatory

* International students are required to attend one session
Opening Week Picnic

Please join Yale School of Music students, faculty, and staff at the opening week picnic!

when WEDNESDAY, SEPTEMBER 6, 2017, 5–7 PM
where HALL OF GRADUATE STUDIES COURTYARD

Convocation

when THURSDAY, SEPTEMBER 7, 2017, 7 PM
where SPRAGUE MEMORIAL HALL
Attendance is mandatory

NOTE: Please bring your ticket to Convocation and be seated in Morse Recital Hall no later than 6:45 pm. The dress code is coat and tie for men and comparable attire for women. Do not forget that your invitation is also your ticket to the reception at the Graduate Club.

Building Hours

<table>
<thead>
<tr>
<th>LEIGH HALL 435 COLLEGE STREET</th>
<th>SPRAGUE HALL 470 COLLEGE STREET</th>
<th>100 WALL STREET » STAGE ENTRANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Access only</td>
<td>ID Access</td>
<td>ID access only</td>
</tr>
<tr>
<td>M–F, 8:30 am–5 pm</td>
<td>M–F, 8–8:30 am; 4:30–11:30 pm</td>
<td>M–F, 8:30 am–11:30 pm</td>
</tr>
<tr>
<td>Sat &amp; Sun, 9 am–11:30 pm</td>
<td>Sat &amp; Sun, 12–11:30 pm</td>
<td>Sat &amp; Sun, 12–11:30 pm</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>HENDRIE HALL 165 ELM STREET</th>
<th>Business Hours</th>
<th>COLLECTION OF MUSICAL INSTRUMENTS</th>
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</thead>
<tbody>
<tr>
<td>ID Access only</td>
<td>M–F, 8:30 am–4:30 pm</td>
<td>15 HILLHOUSE AVE</td>
</tr>
<tr>
<td>M–F, 8 am–11:30 pm</td>
<td>Box Office</td>
<td>Museum Hours</td>
</tr>
<tr>
<td>Sat &amp; Sun, 9 am–11:30 pm</td>
<td>M–F, 10 am–4 pm and through</td>
<td>Tu–F, 1–4 pm</td>
</tr>
<tr>
<td></td>
<td>intermission on the evenings of</td>
<td>Sun, 1–5 pm</td>
</tr>
<tr>
<td></td>
<td>ticketed events.</td>
<td>Closed, Sat &amp; Mon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office Hours</td>
</tr>
<tr>
<td></td>
<td>行政时间</td>
<td>M–F, 9 am–5 pm</td>
</tr>
<tr>
<td></td>
<td>M–F 8:30 am–4:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

| 320 TEMPLE STREET             |                                 |                                  |
| ID Access only                |                                 |                                  |
| M–F, 8 am–11:30 pm            |                                 |                                  |
| Sat & Sun, 9 am–11:30 pm      |                                 |                                  |

Fall Break Hours for all YSM Buildings
M–W, Nov 20–22, 8:30 am–4 pm
Th & F Nov 23 & 24, Closed

Winter Recess Hours for all YSM Buildings
Jan 2–5, 8–12, 8:30 am–4 pm
Dec 22–Jan 1 & Jan 6, 7, 13–15, Closed

Spring Break Hours for all YSM Buildings
M–F March 12–16, 19–23,
8:30 am–4 pm
Sat & Sun, Closed

During Yale School of Music auditions, February 19–25, practice rooms are in use for auditions and have limited availability for current students. Thank you for your patience during this time.

Summer Hours
SPRAGUE HALL:
ID Access only
M–F, 9 am–4 pm | Sat & Sun, Closed

ADAMS CENTER: Closed

LEIGH HALL: Closed
## Academic Calendar

### FALL 2017

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<th>Day</th>
<th>Event</th>
</tr>
</thead>
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<tr>
<td>Aug. 28</td>
<td>Mon</td>
<td>Online Course Registration Opens</td>
</tr>
<tr>
<td>Aug. 30</td>
<td>Wed</td>
<td>Yale College Classes Begin, 8:20 am</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Tue</td>
<td>New &amp; Returning Students Orientation (attendance mandatory)</td>
</tr>
<tr>
<td>Sept. 5–8</td>
<td>Tue–Fri</td>
<td>Placement Testing, Advisories, &amp; Ensemble Auditions</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Thu</td>
<td>Annual Opening Convocation &amp; Reception (attendance mandatory)</td>
</tr>
<tr>
<td>Sept. 8</td>
<td>Fri</td>
<td>YSM Fall Classes Begin, 9 am</td>
</tr>
<tr>
<td>Sept. 15</td>
<td>Fri</td>
<td>Fall Term Course Schedules Due, 4 pm</td>
</tr>
<tr>
<td>Sept. 15</td>
<td>Fri</td>
<td>Deadline for Unlimited Media Release &amp; Submit Press Kit</td>
</tr>
<tr>
<td>Sept. 22</td>
<td>Fri</td>
<td>Add/Drop Deadline, 4 pm</td>
</tr>
<tr>
<td>Oct. 6</td>
<td>Fri</td>
<td>Deadline for Collaborative Piano-Recital Request Fall Term</td>
</tr>
<tr>
<td>Oct. 18</td>
<td>Wed</td>
<td>Yale College Recess Begins</td>
</tr>
<tr>
<td>Oct. 23</td>
<td>Mon</td>
<td>Yale College Classes Resume, 8:20 am</td>
</tr>
<tr>
<td>Oct. 30</td>
<td>Mon</td>
<td>Deadline for Booking Fall Term Recitals</td>
</tr>
<tr>
<td>Nov. 10</td>
<td>Fri</td>
<td>Last Day to Elect Pass/Fail Option, 4 pm</td>
</tr>
<tr>
<td>Nov. 18</td>
<td>Sat</td>
<td>November Recess Begins</td>
</tr>
<tr>
<td>Nov. 27</td>
<td>Mon</td>
<td>Classes Resume, 9 am</td>
</tr>
<tr>
<td>Dec. 1</td>
<td>Fri</td>
<td>Deadline for Fall 2018 Applications</td>
</tr>
<tr>
<td>Dec. 4</td>
<td>Mon</td>
<td>Online Course Registration Opens</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Fri</td>
<td>Last Day to Withdraw from a Class, 4 pm</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Fri</td>
<td>Deadline for Collaborative Piano-Recital Request, Spring Term</td>
</tr>
<tr>
<td>Dec. 15</td>
<td>Fri</td>
<td>Fall Term Classes End</td>
</tr>
<tr>
<td>Dec. 15</td>
<td>Fri</td>
<td>Deadline for Booking Spring Term Recitals</td>
</tr>
<tr>
<td>Dec. 18–22</td>
<td>Mon–Fri</td>
<td>Exam Week</td>
</tr>
<tr>
<td>Dec. 23</td>
<td>Sat</td>
<td>Winter Recess Begins</td>
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### SPRING 2018

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<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Jan. 15</td>
<td>Mon</td>
<td>Martin Luther King Jr. Day; Offices Closed</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Tue</td>
<td>YSM &amp; YC Spring Classes Begin, 9 am</td>
</tr>
<tr>
<td>Jan. 19</td>
<td>Fri</td>
<td>Spring Term Course Schedules Due, 4 pm</td>
</tr>
<tr>
<td>Jan. 26</td>
<td>Fri</td>
<td>Add/Drop Deadline, 4 pm</td>
</tr>
<tr>
<td>Feb. 19–25</td>
<td>Mon–Sun</td>
<td>YSM Entrance Auditions</td>
</tr>
<tr>
<td>Feb. 21–23</td>
<td>Wed–Fri</td>
<td>YSM Classes Do Not Meet</td>
</tr>
<tr>
<td>Feb. 23–24</td>
<td>Fri–Sat</td>
<td>D.M.A. Entrance Exams</td>
</tr>
<tr>
<td>Feb. 24</td>
<td>Sat</td>
<td>A.D. Final-Round Auditions</td>
</tr>
<tr>
<td>Mar. 10</td>
<td>Sat</td>
<td>Spring Recess Begins</td>
</tr>
<tr>
<td>Mar. 26</td>
<td>Mon</td>
<td>Classes Resume, 9 am</td>
</tr>
<tr>
<td>Apr. 6</td>
<td>Fri</td>
<td>Last Day to Elect Pass/Fail Option, 4 pm</td>
</tr>
<tr>
<td>Apr. 27</td>
<td>Fri</td>
<td>Last Day to Withdraw from a Class, 4 pm</td>
</tr>
<tr>
<td>May 4</td>
<td>Fri</td>
<td>Spring Term Classes End</td>
</tr>
<tr>
<td>May 6</td>
<td>Sun</td>
<td>Honors Dinner</td>
</tr>
<tr>
<td>May 7–11</td>
<td>Mon–Fri</td>
<td>Exam Week</td>
</tr>
<tr>
<td>May 18</td>
<td>Fri</td>
<td>Commencement Rehearsal, 11:30 am</td>
</tr>
<tr>
<td>May 20</td>
<td>Sun</td>
<td>Commencement Concert</td>
</tr>
<tr>
<td>May 21</td>
<td>Mon</td>
<td>University Commencement</td>
</tr>
</tbody>
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[Welcome to Yale](music.yale.edu/academic-calendar)
GETTING STARTED

First steps to a smooth start at Yale

- Obtain Your Yale ID – pg. 5
- Get Registered – pg. 6
- Submit Your Press Kit – pg. 11
- Sign Media Release Form – pg. 11
- Go to Exams and Auditions – pg. 14

NEW STUDENTS: music.yale.edu/new-students

Student Portal

The Student Portal on the Yale School of Music website contains links to frequently used student information, including forms, rosters, ensemble schedules, a calendar of important dates, and resources in the Yale community.

- PORTAL: music.yale.edu/students
  password: ysmstudent

Your Yale ID card

If your card is lost or stolen during these first two weeks, then please contact the Office of Student Services. For all other inquiries, contact the Yale ID Center.

- YALE ID CENTER: idcenter.yale.edu

Your Email Account

It is imperative that you check your Yale email on a regular basis. Valuable information from the Office of Student Services, the Office of Admissions, the Business Office, and the Dean’s Office and other University Offices, is regularly sent via email. It is your responsibility to view your email and take any appropriate action.

- EMAIL LOGIN & SETUP: its.yale.edu/services/email-and-collaboration-services

If you wish to have email from your Yale account forwarded to another existing email account (e.g. Gmail, Hotmail, Yahoo, etc.) you may do so by going to the link below.

- EMAIL FORWARDING: https://support.google.com/mail/answer/10957?hl=en
Computing Tips and Information

To transfer large files, use the Yale File Transfer Facility: files.yale.edu
To set up your computer to access the Yale Network on campus: its.yale.edu/services/internet-phones-and-television/network-infrastructure-services
To connect to the Yale Network from off campus: its.yale.edu/services/accounts-and-access/campus-access-vpn

Student Technology Collaborative

The Yale Student Technology Collaborative is now offering full technology support to graduate students. Student Technicians will provide support, from basic troubleshooting to advanced hardware replacements, for your personal computers and selected technology, free of charge.

MORE INFO: its.yale.edu/centers/student-technology-collaborative

Digital Media Center for the Arts

The Digital Media Center for the Arts (DMCA) has multimedia computer labs, cameras, recording equipment, and a photo/video studio available for you to use. The DMCA is located at 149 York Street near Chapel Street.

MORE INFO: dmca.yalecollege.yale.edu

Get Registered

Log in to the Student Information Systems (SIS) to register your information and courses. This site provides students with a gateway to various applications including eBill-ePay, Banner Web, and Online Course Information (OCI).

STUDENT INFORMATION SYSTEMS: sfas.yale.edu/sis

- Select “Personal Data.”
- Select “Directory Listing.” Review and (if necessary) update “Term Data Update.”
- You must click the “Certify” button in order to be fully checked in.
- Check for any holds under “Academics.”
- Complete the Entrance Interview for those with federal loans.
- Select and register your courses.
- Submit your printed course schedule, signed by your advisor, to the Office of Student Services by 4 pm on Friday, September 15, 2017. Late submissions incur a $50 fine per day until the form is submitted.

For general course descriptions and details:

YALE ONLINE COURSE DIRECTORY: yale.edu/oci
How to Register Online

Fall 2017 registration period: August 28, 8:30 am to September 15, 4 pm. Classes begin Friday, September 8, Yale College classes begin Wednesday, August 30. Spring 2018 registration period: December 4, 8:30 am to January 19, 4 pm. YSM & YC classes begin January 16.

**Time tickets:** If you attempt to register outside of the registration period, the system will indicate that you have no time ticket. After you turn in your course schedule to the School of Music Registrar, your time ticket will also be removed. If you have no time ticket during the registration period and if you have not submitted your schedule to the Registrar, please contact the Office of Student Services to receive a time ticket.

- **YALE REGISTRATION SYSTEM:** [sfas.yale.edu/sis](sfas.yale.edu/sis)
  - On the landing page for Student Information Systems, click the “Login” button.
  - Then enter your NetID and password in the CAS authentication screen.
  - The home page displays general menu items. Click to “Course Enrollment.”
  - Choose “School of Music Course Enrollment” option.
  - Click on the menu item “Register for Classes.”

![How to Register Online](image-url)
• The system will take you directly to the tab “Blocks.” The radio button will default on the block that you are assigned to. This block contains required courses that you must take this term. Review the courses and click on “Submit.”

• Once you submit, the “Summary” will show you the list of classes that you have been registered for.

• To choose your electives, go to the “Find Classes” tab and search for classes. Add your classes by clicking on the “Add” button. The class that you have now added will be visible under the summary as “Pending” status.
• To refresh your course search, click on the breadcrumbs on top named “Register for Classes” which will take you back to the “Find Classes” page.

• Click on “Submit” once you are sure of the elective course that you want to take. You will notice that the status for the elective class changes to “Registered.” Please make sure that the status of all courses is “Registered” before exiting the registration system.

• To drop elective courses, go to the “Find Classes” tab and click on the dropdown under “Action” column. Click on “Dropped on Web” and “Submit.” Do not use the “Blocks” tab to drop courses as there will no option available in the dropdown.
• The status changes to “Deleted.” Click on “Submit” to completely drop the course from your schedule before adding another course or the same course again.

![Course Status Example](image1.png)

• The course is completely removed from your schedule.

• To print your schedule, click on the “Schedule and Options” tab.

![Schedule and Options Tab](image2.png)

• The printer icon is available on the extreme right hand top corner on the “Schedule and Options” page.

![Printer Icon](image3.png)

Once you complete your online course registration, you must print your schedule, obtain the necessary signatures, and submit it to the Office of the Registrar by Fall – Friday, September 15 at 4 pm; Spring – Friday, January 19 at 4 pm.

WAIT-LIST PROCEDURE: If a School of Music class you would like to take is full, please contact the Office of Student Services to be added to the wait-list. Do not ask the faculty member; they cannot add the course to your schedule and therefore the Office of Student Services will not know you should be on the official wait-list. The Office of Student Services will contact you if a space opens up.
Submit Your Press Kit

A press kit is an important element of professional practice that includes a biography and a high-quality press photo. Your press materials will be used to promote institutional or individual musical appearances during your time at the Yale School of Music, as well as accomplishments such as prizes in competitions. Please submit your press kit online by September 15. You may update your materials at any time via the same form.

**BIography GUIDElINES**

Please submit a biography of no more than 150 words. Make sure it includes the following:

1. Professional name
2. Profession (i.e. pianist, composer)
3. Recent career highlights and distinctions (awards, premieres, recordings, notable performances, etc.)
4. Relationship to Yale School of Music (i.e. M.M. candidate)
5. Link to website or digital portfolio (if available)

You might wish to include other information such as:

1. Schools attended and degrees earned
2. Names of teachers
3. Festivals attended

**PRESS PHOTO GUIDELINES**

You may upload press photos online with the following specifications:

1. Minimum of 1200 x 800 pixels at 300 dpi
2. Digital file in .jpg format
3. Color preferred; both horizontal and vertical images
4. A high-quality head shot that reflects your professional persona

▶ **PRESS KIT SUBMISSION FORM:** [music.yale.edu/students/press-kit](http://music.yale.edu/students/press-kit)

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Student News

Please share your most recent news, press coverage, and photos about your professional activities and accomplishments, such as prizes, awards, competitions, and premieres. Email musicnews@yale.edu or use the online form below.

▶ **SUBMIT YOUR NEWS ONLINE AT:** [music.yale.edu/students/submit-your-news](http://music.yale.edu/students/submit-your-news)

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Sign Release Forms

**UNLIMITED MEDIA RELEASE**

All students must sign an unlimited media release, granting the School the right to use recordings, video, and photographs created during their study at the School of Music. The form contains complete details of this agreement.

**DEADLINE:** September 15, 2017

Unlimited Media Release Agreements are due and must be submitted to the Concert Office drop box at 98 Wall Street.

Student Employment

**SEARCH FOR JOBS ONLINE:** [music.yale.edu/students/employment](http://music.yale.edu/students/employment)

Your supervisor will inform Elizabeth Wilford (elizabeth.wilford@yale.edu) in the Business Office that you should be hired. If you have not worked for the University in the past, and have obtained a supervisor’s commitment, please visit the Student Employment Office at 245 Church Street to fill out the following:

1. W-4 forms (Employee’s Withholding Certificate)
2. I-9 form (Employment Eligibility Verification)

You may not begin working until you are formally hired through the Student Employment Office.

The hiring process during the start of the academic year can take 7–10 business days. Once the hiring process is complete, you will receive an email from Student Employment granting you access into your job(s). This will enable you to enter your hours online.

International students must also visit the Office of International Students and Scholars (OISS) to fill out the proper documents for employment. OISS, located at 421 Temple Street, is open the following days and times:

- Mon, Wed, Thu, Fri 9 am–5 pm
- Tue 12–5 pm

**TIME SHEETS:** [yalestudentjobs.org](http://yalestudentjobs.org)

As a student employee, you MUST submit your hours within the week in which you worked. This is both a Yale and a federal requirement. If you do not submit your time sheets weekly, the School of Music may have to terminate your employment. If you have any questions, please see Elizabeth Wilford or Patty Pappacoda in the Business Office in Sprague Hall.

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International Students

**IMMIGRATION CHECK-IN:**

Friday, September 1 at 2 pm and Friday, September, 8 at 4 pm
Office of International Students and Scholars
421 Temple Street

Bring these 3 documents to the session:

1. Passport
2. I-20
3. I-94* (printed from this website: [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov))

In preparation for this meeting, please update your address on Yale SIS (see pg. 6). This session is important for new international students. Returning YSM students (starting a new Yale degree) should also plan to attend, especially if you traveled outside the United States over the summer.

*You can print the I-94 any time after you arrive in the United States. If you transferred and have a paper I-94 from an entry to the United States before spring 2014, you must bring the paper I-94.
Life in New Haven

GRADUATE STUDENT SERVICES
McDougal Graduate Student Center: The McDougal Graduate Student Center provides services for graduate and professional students such as student activities, student governance, graduate student events, and resources on topics from legal and financial advice to volunteer opportunities, multicultural affairs, and life in New Haven.

WEBSITE: gsas.yale.edu/life-yale/mcdougal-graduate-student-center

Center for Teaching and Learning: The Center for Teaching and Learning offers writing tutors along with other academic services.

WEBSITE: ctl.yale.edu/graduate-professional-students

Yale Arts Calendar artscalendar.yale.edu

ARTS AND CULTURE
At Yale
- Beinecke Rare Book & Manuscript Library
- Whitney Humanities Center: lectures, gallery, and film screenings
- Yale Cabaret: discounted student tickets
- Yale Center for British Art: free admission
- Yale Collection of Musical Instruments: free admission
- Yale Peabody Museum of Natural History: free admission with Yale ID
- Yale Repertory Theatre: discounted student tickets
- Yale School of Art Gallery: free admission
- Yale School of Drama: discounted student tickets
- Yale University Art Gallery: free admission

In New Haven
- College Street Music Hall
- Long Wharf Theatre: discounted student tickets
- New Haven Symphony Orchestra: discounted student tickets
- Shubert Theatre: student rush tickets available

TRANSPORTATION
- Information on parking and other transportation options can be found at to.yale.edu.
- The Yale Shuttle is free to use for members of the Yale community, runs 7 days a week, and provides transportation between the University, the East Rock neighborhood, and New Haven train stations.
- Download the “Transloc” app to track the shuttle's location.
- After 6 pm, night shuttles run scheduled routes and will provide off-route drop-offs.
- Between 6 pm and 1 am, members of the Yale community can call 203 432–6330 to schedule door-to-door shuttle service.

WELLNESS wellness.yale.edu
- Payne-Whitney Gym: free for all full-time students
  Hours during academic year: M–F: 6 am–11 pm; Sat & Sun: 9:30 am–8 pm
- Graduate and Professional School Intramural Sports: gradpromtramurals.yale.edu
- Mental Health Counseling is available to all Yale students enrolled in a degree program at least half-time, even if they have waived the Yale Health Hospitalization/Specialty Coverage. For more information, visit wellness.yale.edu/mental-health/mental-health-counseling-yale-health.

SAFETY AND SECURITY
- Yale Police Department Safety Tips: your.yale.edu/community/public-safety/safety-tips
- Security Walking Escorts are available by calling 203 432–WALK.
- Download Bulldog Mobile (LiveSafe) app from Campus Police to use your phone as a personal security device.
Hearing Examination

The purpose of the required hearing examination is to determine students' levels at the time of entrance to Yale. The exam tests various skills by means of a one-part melodic atonal dictation, two-part melodic tonal dictation, and harmonic dictation. It also tests musical perception through aural analysis. Students will be enrolled in sections of Hearing on the basis of this placement. *Certificate, M.M., M.M.A., and A.D. candidates must take this test.*

History Examination

Incoming students take a music history placement examination in the opening week. The purpose of the exam is diagnostic, for placement. Candidates will be assigned to classes on the basis of the test results. *Certificate, M.M., M.M.A., and A.D. candidates must take this test.*

Language Proficiency

Every degree candidate at the Yale School of Music is expected to demonstrate reading proficiency in a foreign language. It is understood that the language selected will normally be one of those in which there is a solid corpus of writing on music, such as German, French, Italian, or Spanish. In cases of particular professional need, such as a project involving extensive use of Russian, Polish, or Hebrew sources, another language may be substituted, by permission of the examiner. *The exam is required of all students in the M.M., M.M.A., and A.D. degree programs as well as for Certificate students who plan to convert their Certificate in the future.*

ABOUT THE EXAMINATION

The examination consists of a passage of expository prose on a musical topic. It will be selected from a book or current periodical dealing with music criticism, music history, or current musical events. The student is expected to translate into coherent accurate English prose a *minimum* of three hundred words in the two hours allotted. Use of a *printed* dictionary is permitted, and the student should bring one to the exam.

Accuracy and quantity count: that is, the minimum is essential, and even there the translation must show comprehension of the sense of the text. Word-for-word deciphering with no regard for the author’s intent or the English result is not acceptable.

HOW TO PREPARE

Practice translating the sort of prose that will appear on the exam. Copies of previous exams are available online; any passage of prose on the subject of music is good practice. Note that writers of expository prose (scholars and journalists) use many expressions that do not necessarily turn up in the fiction read in most beginning language courses.

EXEMPTIONS

Students whose native language is not English may be exempt from this exam requirement. If you have questions, please contact Professor Markus Rathey.
Language Proficiency Exam Schedule

The language proficiency exam is given only three times each academic year. It is your responsibility to take this exam in order to graduate.

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>September 29, 2017 5–7 pm Leigh 408</td>
</tr>
<tr>
<td>Mon</td>
<td>January 22, 2018 5–7 pm Leigh 408</td>
</tr>
<tr>
<td>Tue</td>
<td>April 3, 2018 5–7 pm Leigh 408</td>
</tr>
</tbody>
</table>

Keyboard Proficiency

The keyboard proficiency requirements exist in order to inform students of those skills which will be expected in various professional capacities, and which facilitate aural discrimination and comprehension of musical structure. The requirements are tailored to each major. All students must pass the keyboard proficiency.

Piano Majors
1. Sight-read an accompaniment of considerable difficulty while a singer or instrumentalist performs.
2. Transpose an accompaniment up or down by a minor or major third; 2 minutes of preparation allowed.
3. Improvise a short prelude in the style of the piece used for #1 or #2; modulate from another key to the key of that piece.

Organ
*N.B. This proficiency will be administered first semester by the organ faculty. The need for an additional examination will be determined at that time.
1. Perform a simple piano piece of the candidate’s choice.
2. Sight-read a 4-part choral piece, open score.
3. Realize a figured bass at sight.
4. Transpose a hymn at sight.

Composition
1. Play cadential progressions in all keys, utilizing chromatic harmony.
2. Sight-read a simple tonal and an atonal composition.
3. Realize a figured bass at sight.
4. Effectively harmonize a simple melody at sight.

Voice
1. Perform a simple song accompaniment of the candidate’s choice.
2. Play major and minor scales, 1 hand at a time, 2 octaves, \( \frac{\text{m.m.}}{\text{m.m.a.}} = 60 \).
3. Play major arpeggios, 1 hand at a time, 2 octaves, \( \frac{\text{m.m.}}{\text{m.m.a.}} = 60 \).
4. Sight-read at the keyboard an atonal vocal line in strict rhythm.

Strings, Harp, Guitar
1. Perform a simple piano piece of the candidate’s choice.
2. Sight-read a simple piano piece.
3. Sight-read 2 lines of a string quartet; the lines will be notated in 2 clefs — one common to the candidate’s instrument and the other not.
**Keyboard Proficiency Exam Schedule**

It is the student’s responsibility to sign up for an exam time. Only 12 auditions are available per day. Exams are given by Professor Elizabeth Parisot on the following Mondays from 5–7 pm.

<table>
<thead>
<tr>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18</td>
<td>February 5</td>
</tr>
<tr>
<td>October 16</td>
<td>April 2*</td>
</tr>
<tr>
<td>December 4</td>
<td>April 9*</td>
</tr>
<tr>
<td></td>
<td>April 16*</td>
</tr>
</tbody>
</table>

*Graduating students only

**WOODWINDS, BRASS, PERCUSSION**

1. Perform a simple piano piece of the candidate’s choice.
2. Play and recognize by ear the following chord progressions in minor and major keys with up to 2 sharps or flats:
   a. I IV vii iii vi ii V I
   b. I ii6 V7 I
   c. I V7 /vi vi V7 /IV IV V7 /ii ii V7 vi

**CHORAL CONDUCTING**

*N.B. This proficiency will be administered first semester by the choral conducting faculty. The need for an additional examination will be determined at that time.

1. Sight-read a Bach chorale in open score, using 3 C clefs and bass clef.
2. Transpose wind and brass parts at sight.
3. Play choral parts from a score chosen by the candidate.
4. Sight-read a string quartet.

**ORCHESTRAL CONDUCTING**

Administered at time of admission.

**CERTIFICATE IN PERFORMANCE**

The above requirements in keyboard and language skills, musicianship, and history must be met during the three-year Certificate residency for those who hope to make a conversion to the Master of Music degree after completing undergraduate studies.

**DOCTOR OF MUSICAL ARTS**

D.M.A. candidates passed all the above requirements during the admission examinations.

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**Audition Information**

All wind, brass, string, percussion, and harp players must perform an audition during the first week of school. This is a placement audition for the Yale Philharmonia as well as our chamber music program. Audition dates and times can be found on pg. 2.

▶ **MORE INFO** on Philharmonia and chamber music auditions can be found at:

*music.yale.edu/students/philharmoniapolicies*
The following language is excerpted from the School of Music Bulletin (pgs. 78–96).

Absence From Classes pg. 78

Students are expected to attend classes, rehearsals, and all scheduled academic events. However, the nature of the music profession makes it possible that extraordinary opportunities may arise in conflict with scheduled classes. Students who wish to petition to be absent from class must complete the Short-Term Absence form available on the School of Music website (music.yale.edu/registrar). Students should submit this form as soon as they are aware of the conflict, but no later than thirty days before the beginning of the proposed absence. When all required signatures have been obtained, the form is to be submitted to the Office of the Deputy Dean. Upon approval by the deputy dean, students will be notified of the decision. Students will be denied approval for absences that exceed a total of ten days per year. It is possible that instructors may not extend permission for students to miss class, and may not sign the required form(s). In that case, students may petition directly to the dean or deputy dean for a review of the situation.

Student Responsibilities pg. 82

1. All students are required to abide by the rules and regulations of the University and the School of Music and are required to attend lessons, class sessions, rehearsals, and appointments arranged for them. Those whose attendance or progress is unsatisfactory, or whose conduct is disruptive, will be reviewed by the deputy dean and may be required to withdraw.

2. Participation in the Philharmonia Orchestra, Chamber Music, New Music New Haven, and Yale Opera is a continuing responsibility during the student’s stay at the Yale School of Music, depending on the student’s major. Attendance at all rehearsals and performances is required and takes precedence over all outside commitments. Unexcused absences from an assigned ensemble will be reviewed by the dean's office under the provisions of the above paragraph.

3. Any student who is absent from studies for more than five consecutive days may be required to present a medical certificate to the dean's office.

4. The professional training program at the School of Music encourages all students to have occasional work assignments or short term employment outside the University. Although professional work opportunities are necessary to musicians’ development, outside engagements must be scheduled so as to avoid rehearsal and performance conflicts. International students should consult with the Office of International Students and Scholars to request that employment permission is stated in the immigration documents.

5. Many School of Music students contract for college work-study jobs and are assigned to various duties throughout the School. The School of Music relies on the services provided by these work-study students. Students who accept these positions must meet the responsibilities of the job(s) completely. Students who do not comply with the terms of their work-study commitments may be subject to loss of job and reduction of financial aid.

6. Students are not permitted to schedule teaching, courses, or outside work during the hours reserved for assigned ensembles.
7. Students may not use School of Music facilities for private teaching.
8. Students may be in School of Music facilities only during the hours that the buildings are officially open.
9. During the school term, all students are expected to reside in the New Haven area.
10. The possession or use of explosives, incendiary devices, or weapons on or about the campus is absolutely prohibited.

Steadards of Behavior pg. 84

The programs of study in the Yale School of Music reflect the symbiosis of the academic and professional worlds. Consequently, there are unique standards of behavior that apply to this enriched hybrid environment.

1. Students must maintain appropriate standards of behavior for rehearsal and classroom work, which include (but are not limited to): adherence to attendance requirements, preparedness, punctuality, cooperation, and honesty.
2. Students must learn to function in the face of the challenges and uncertainties that are inherent to the training and artistic process (as well as the profession).
3. Students must be prepared to accept appropriate suggestions and criticism in a professional manner.
4. Students must maintain health, diet, and practice habits that will allow them to be alert, responsive, and fully participatory.
5. Students must learn to manage their time and commitments to meet the rigorous demands of the academic and performance schedules.
6. Students must be prepared to reevaluate their technique, consider new approaches to training, and eliminate old habits that interfere with their progress, as guided by their teachers.
7. Students must be able to integrate their unique creative and expressive talents with performance in ensembles.
8. Students must develop and demonstrate the skills and self-discipline necessary to meet the rigors of and be thoroughly prepared for rehearsals and performances.

Policy on Academic Integrity & Honesty pg. 85

As with Yale College and the other professional schools of Yale University, students in the School of Music must uphold the highest standards of intellectual integrity and honesty. Within a university community founded upon the principles of freedom of inquiry and expression, instances of plagiarism and cheating of any kind are particularly serious offenses. Evidence of cheating within the School of Music will be subject to disciplinary action by the dean and/or the deputy dean. The School of Music expressly prohibits cheating and plagiarism in any of the following forms:

1. Falsification of documents. Students must not forge or alter or misrepresent or otherwise falsify any transcript, academic record, identification card, or other official document.
2. Examinations. Students must not copy material from other students, nor refer to notes, books, laptop computers, cellular phones, or other programmable electronic devices without written permission from the instructor. It is also prohibited for a student to use a cellular phone to discuss the exam with any other student.
3. Plagiarism. Students must not use material from someone else’s work without properly citing the source of the material. Ideas, opinions, and data, and of course textual passages, whether published or not, should all be properly acknowledged; these may derive from a variety of sources, including conversations, interviews, lectures, and websites.

Students who violate these principles are subject to penalties, including expulsion.
Student Grievances  pg. 85

There are four grievance procedures available to graduate students:
1. Graduate School Procedure for Student Complaints
2. Provost’s Procedure for Student Complaints
3. University-Wide Committee on Sexual Misconduct
4. President’s Procedure for Addressing Students’ Complaints of Racial or Ethnic Harassment

A student may use no more than one of these procedures for redress of any single complaint.

▸ POLICIES ON STUDENT GRIEVANCES: music.yale.edu/student-grievances

Resources on Sexual Misconduct  pg. 96

Yale University Sexual Misconduct Resources

SHARE Center
203 432–2000
▸ sharecenter.yale.edu

University-Wide Committee
203 432–4449
▸ provost.yale.edu/uwc

Yale Police Department
203 432–4400
▸ publicsafety.yale.edu/police

Title IX Coordinators
203 432–4446
▸ provost.yale.edu/title-ix

Yale University Drug Prevention Resources

Substance Abuse Counselor
203 432–7366

Mental Health & Counseling
203 432–0290

Student Health
203 432–0312

Student Health Acute Care
203 432–0123 (24 hours/7 days)

▸ DRUG PREVENTION PROGRAM: music.yale.edu/students/drug-prevention.pdf

Yale provides a range of services, resources, and mechanisms for victims of sexual misconduct. The options for undergraduate, graduate, and professional school students are described at smr.yale.edu.

Students who have concerns regarding the issue of sexual misconduct may discuss them with Chief of Staff, Stefanie Parkyn (stefanie.parkyn@yale.edu or 203 432–4160), who serves as the Title IX coordinator for the School of Music.
Drug Policy

As required by federal law, the University is providing this notice to inform you that you will lose your eligibility for federal education loans, grants, and work-study assistance if 1) you are convicted of any federal or state offense involving the possession or sale of a controlled substance, and 2) the conduct for which you are convicted occurred during a period of enrollment for which you were receiving federal financial aid. This loss of eligibility will start on the date of your conviction and will last for the following periods:

If convicted of an offense involving the possession of a controlled substance:
First offense: One year   Second offense: Two years   Third offense: Indefinite

If convicted of an offense involving the sale of a controlled substance:
First offense: Two years   Second offense: Indefinite

Privacy Policy

NOTIFICATION OF YOUR RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): registrar.yale.edu/student-data-confidentiality

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the University receives a request for access. Students should submit to the registrar of their school or program a written request that identifies the record(s) the students wish to inspect. The registrar will make arrangements for access and notify students of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Students who wish to ask the University to amend a record should write the registrar of their school or program, clearly identify the part of the record they want changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify students in writing of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Title 34 Section 99.31 of the Code of Federal Regulations describes the circumstances in which the University may disclose personally identifiable information without a student’s consent. The following are additional important details on the University’s policy regarding three of those circumstances:

a. The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. Typically, a school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); fellows of the Yale Corporation and non-trustee members of Yale Corporation committees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records. A school official typically has a legitimate educational interest if the official...
needs to review an education record in order to fulfill his or her professional responsibilities for the University.

b. As a public service, the University may disclose without consent directory information of the following kinds:
   • the name of a student who is or has been in attendance;
   • dates of attendance;
   • school or residential college affiliation;
   • local and other addresses and local telephone number;
   • electronic mail address;
   • date and place of birth;
   • major field of study;
   • enrollment status;
   • student job assignments and locations;
   • participation in University-sponsored extracurricular activities and sports;
   • the height and weight of members of athletic teams;
   • degrees, honors, and awards received;
   • previous educational institution(s) attended;
   • name and address of parent or guardian;
   • picture and video;
   • University person identifier (UPI).

Additional details regarding directory information are available in the Directory Information Statement.

c. Upon request, the University also discloses education records without consent to officials of another educational institution in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

The rights listed above go into effect on the first day of classes for the school or program in which the student has enrolled.

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Concert Tickets

The majority of concerts at the Yale School of Music are free and open to the public. These include New Music New Haven, Lunchtime Chamber Music, and Faculty Artist Series concerts, student recitals, and events presented by the Institute of Sacred Music. Visit music.yale.edu/concerts for the most up-to-date concert listings.

YSM students may receive 1 or 2 free tickets (at the discretion of the Concert Office) to any ticketed event sponsored by the School of Music. Tickets must be reserved in advance according to the following policy:

1. The Concert Office will send all students an email offer approximately 1 to 2 weeks before each ticketed event.
2. To reserve your ticket, visit comp-tickets.yale.edu and log in with your Yale credentials.
   NOTE: You are responsible for booking your ticket via the online portal. Please do not send an email to make a reservation.
3. On the day of the concert, pick up your ticket at the Sprague box office between 12 pm and 7 pm. For concerts in Woolsey Hall and other locations, please see your email for ticket pickup instructions.
4. Tickets not picked up by one half-hour before the concert will be released. If you still wish to attend the concert, you will be required to purchase a ticket at the student rate, subject to availability.
5. If you reserve a ticket but cannot attend the concert, you must contact the Concert Office to release the ticket. Please send an email to the Concert Office at concerts@yale.edu before 4 pm on concert days, or call or stop by any time during business hours. Many of our concerts sell out, and holding your ticket may prevent another person from attending. Please be courteous.

6. Reserving tickets and not picking them up may result in a loss of complimentary ticket privileges.

7. Tickets are not transferable. The ticket is intended for you (and a guest); you may not give away or sell your complimentary tickets. If tickets are found to be transferred, you may lose your complimentary ticket privileges.

Certain events, such as Yale in New York concerts at Carnegie Hall and Yale Opera’s annual production at the Shubert Theater, have different policies. You will receive emails from the Concert Office about the ticket policies for these events. Please read your email carefully to ascertain the reservation policy for each event.

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**Food & Drink**

Food and drink are strictly prohibited in the following areas throughout all YSM buildings:

- practice rooms
- classrooms
- concert halls
- rehearsal spaces

A $100 fine will be imposed on those who bring food or drink into the rooms listed above.

No alcoholic beverages are permitted in any YSM building except during school-sanctioned events. Violations of the alcohol policy will be referred to the Dean’s office for disciplinary action.

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**Lockers and Mailboxes**

Students who would like to use a locker for the academic year may contact the Operations Manager to be assigned a locker and a combination lock. Locker locations are assigned based on instrument. Students may not use any lock other than the one provided to them. Students are responsible for cleaning out their lockers at the end of the academic year.

Student mailboxes are located in the basement of Leigh Hall. Students are responsible for checking their mailboxes regularly and for cleaning out their mailboxes at the end of the academic year. All items remaining in student mailboxes 3 weeks after commencement will be discarded.

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**Reserving a Practice Room**

Practice rooms may be reserved in Sprague Hall, Hendrie Hall, and 320 Temple Street in advance by logging on to the YSM room reservation system. Students must always reserve practice time through this platform. For technical or software questions, please email Richard Gard at richard.gard@yale.edu.

**RESERVE A PRACTICE ROOM:** ysm-rooms.herokuapp.com

Username: your yale.edu email address | Password: ysm123
Student Recital: Definitions

DEGREE RECITAL: A recital given in partial fulfillment of the requirements for graduation from a degree program as described in the School of Music Bulletin.

Recital Requirements by Degree Program:
- M.M.: 1 recital in the final year of study
- M.M.A.: 1 recital in each year of study
- A.D.: 1 recital in each year of study
  Note: only 1 recital per year by pianists in the A.D. program (usually the solo recital program, as opposed to the concerto or chamber music program) may be regarded as a degree recital.
- D.M.A. IN RESIDENCE: 1 recital in each year of residency
- D.M.A. (DISSERTATION PERIOD): 1 lecture recital in the academic year following 3-year dissertation period
- CERTIFICATE: 1 recital in the final year of study

Please refer to pg. 24 for all actions required for your degree recital.

REQUIRED RECITALS: Recitals which are required by faculty members of students in their studio, but are not a requirement of their degree program as described in the School of Music Bulletin.

INFORMAL RECITAL: A recital given by the student’s choosing.
# Student Recital: Checklist

All forms available at [music.yale.edu/student/recitals](http://music.yale.edu/student/recitals).

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<th>ACTION</th>
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<td>Submit Large Ensemble Authorization (if applicable)</td>
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<td>Submit Additional Equipment Requests (if applicable)</td>
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<td>DUE: 20 business days prior to recital</td>
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<td>Alert the Operations Office to Unusual Needs (if applicable)</td>
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<td>DUE: 20 business days prior to recital</td>
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<td>Submit Media Releases for Guest Performers (if applicable)</td>
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<td>Submit Live Stream Waiver (if applicable)</td>
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<td>Complete an Exceptional Recital!</td>
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Student Recital: Guidelines

*In all instances below, “you” refers to the student recitalist.*

REQUEST RECITAL DATES

**CONTACT:** Tara Deming, Operations Manager, at tara.deming@yale.edu

All recital dates must be approved by the major teacher and the Operations Manager. The major teacher must attend your degree or required recital.

Recitals must take place during term, by the last day of classes in each semester (by December 15, 2017 in the Fall Term and May 4, 2018 in the Spring Term). Conflicts with a concert directed by or featuring a School of Music faculty member or any other major event sponsored by the School of Music are to be avoided and will be permitted only at the discretion of the Manager of Concert Programs.

The Operations Manager begins accepting requests for recital dates on Monday, September 18, 2017.

**DEADLINE:** All Fall 2017 degree and required recitals must be booked by Monday, October 30, 2017.
**DEADLINE:** All Spring 2018 degree and required recitals must be booked by Friday, December 15, 2017.

If you do not book a recital by the appropriate deadline, a date may be assigned to you.

To see potential recital dates, view the concert schedule ([music.yale.edu/students/recitals](http://music.yale.edu/students/recitals)). Log in as “student” for both the account name and password. You will be able to see hall schedules for Sudler, Sprague, and Woolsey Halls, and there are comments regarding events in other venues. Note events scheduled in all halls to prevent conflicts.

Based on the availability you see in the concert hall schedule, identify 2 potential options for your recital date (with specific dates, times, and venues). Submit these dates on the book your recital form ([music.yale.edu/students/recitals/book-your-recital-date](http://music.yale.edu/students/recitals/book-your-recital-date)).

Required and informal recitals may not take place on evenings or after April 1. Due to the opera production schedule, opera students may schedule required recitals on afternoons until April 21, 2018 in Sudler Hall.

The guidelines for scheduling informal recitals are the same as those governing degree and required recitals; however, degree and required recitals have scheduling priority over informal recitals. The Operations Office reserves the right to deny booking an informal recital until most or all degree and required recitals have been scheduled, and may further limit informal recitals depending on the availability of concert staff and the congestion of the concert calendar.

**Venue Information**

**SUDLER RECITAL HALL** (in William L. Harkness Hall) is available for recitals on:
Mondays at 4:30 pm, 7:30 pm | Thursdays at 4:30 pm, 7:30 pm | Saturdays at 1:30 pm, 4:30 pm, and 7:30 pm

- 1 piano, no harpsichord
- 5 chairs, 5 stands (bring additional wire stands for any rehearsal; alert Chris Melillo at least 1 week in advance if additional chairs or stands are needed for a recital)

**SPRAGUE HALL:**
Available 7 days a week during term
Standard recital times: 1:30 pm, 4:30 pm, 7:30 pm

- 2 Steinway D pianos
- Harpsichord and portative organ (stored in the Sprague basement)
- To practice on the harpsichord or portative organ, check out the key from the Operations Manager.
- To use the harpsichord or portative organ onstage for your rehearsal or recital (alert Chris Melillo at least 1 week before date)
- 30 chairs and 30 stands
Venues used primarily for ISM vocal, organ, and choral conducting recitals: Marquand Chapel (at the Divinity School), Woolsey Hall, Dwight Chapel, Battell Chapel, and other campus and community sites. These venues should be booked directly by you or your teacher.

Cancellation/Date Changes
Cancellation or postponement of a recital after approval of the recital contract requires submission of a recital cancellation form, signed by the major teacher, Deputy Dean, and Operations Manager. Unless a doctor’s note is submitted with this form, you will be subject to a $500 fine. Rescheduling will not occur until this form is submitted and, if applicable, payment is made.

Trading of dates is allowed only with permission of the major teacher(s), Deputy Dean, and Operations Manager and must be requested in writing.

All requests for exceptions to these regulations must be submitted in writing to the Operations Manager and approved by the Performance Committee. Once a cancellation or date change has been approved, the Deputy Dean’s office will alert the Operations Office.


REQUEST A COLLABORATIVE PIANIST (for degree recitals; may be possible for required or informal recitals)
Please see pg. 30 for policies and procedures to request a collaborative pianist. Arranging for page-turners, if desired, is your responsibility.

SUBMIT SIGNED RECITAL CONTRACT (for degree and required recitals)

> CONTACT: Tara Deming, Operations Manager, at tara.deming@yale.edu

All degree recitals and required recitals, regardless of the venue or your major, require the submission of a student recital contract ([music.yale.edu/students/recitals/recital-contract](http://music.yale.edu/students/recitals/recital-contract)) signed by you, your major teacher and your accompanist (if applicable), and approved by the Operations Manager. You have not confirmed and booked your recital until your complete student recital contract has been submitted and approved.

When your reservation has been confirmed by the Operations Manager, fill out and sign a recital contract and submit it to the Operations Manager. Your recital date is not confirmed until the signed contract has been submitted. If the Operations Manager does not approve the contract, you will be notified.

A signed contract is necessary for a program to be produced and for a degree recital to be listed in the School’s calendar of events. Only degree recitals appear on the YSM website calendar, receive concert programs, and are automatically live streamed. Degree recital listings are also submitted to the Yale Calendar.

If the recital is to take place off-campus, in one of the residential colleges, or in any other non-YSM or ISM venue (except for organists using Dwight or Battell Chapels), you still must submit a recital contract. Please ask an administrator for that venue to sign your contract before you submit it to the Operations Manager for approval.

On the contract, indicate whether your program requires the harpsichord, a sound system, an ensemble with 7 or more players, or any additional equipment besides pianos. If you don’t have this information when you submit the contract, notify Chris Melillo at least 20 business days before your recital. For informal recitals, you may only use equipment that is already in the venue.

DEADLINE: You must return a copy of the contract (with all signatures) to the Operations Manager within 14 days of reserving your date or the date may be given to another student. Allowances will be made for students whose teachers are not available during this time, but you must let the Operations Manager know if you require this extension.
REQUEST REHEARSAL TIME

- CONTACT: Tara Deming, Operations Manager, at tara.deming@yale.edu

View the concert hall schedule to find specific times and email a list of options to the Operations Manager.

You may book up to 3 hours of rehearsal time in your concert hall.

DEADLINE: As soon as your signed contract has been approved. The longer you wait to book rehearsal time, the more difficult it will be to find time.

REQUEST MUSIC RENTAL (if needed)

- CONTACT: Samuel Bobinski, Philharmonia Assistant Manager, at yalephilharmonia@gmail.com

If you are interested in renting a piece of music for your recital, all rentals must be approved and processed through the Yale Philharmonia Library. Please contact the Philharmonia Assistant Manager at yalephilharmonia@gmail.com with your rental request.

The Yale Philharmonia Office will contact you to discuss how to proceed with your rental, the cost of the rental, and how to process the payment.

You are responsible for all costs of the music rental, including rental, rush fees, licensing fees for recording and/or live streaming (if any), shipping, return shipping, and the repair or replacement of any parts or the entire set. Costs may be paid by check or credit card.

DEADLINE: To avoid incurring costly rush fees, please submit your rental request as soon as you are aware of your rental need.

SUBMIT PROGRAM INFORMATION (for degree recitals only)

- CONTACT: Concert Office at concertforms@yale.edu

Submit your recital program using the submit your program form (music.yale.edu/students/recitals/submit-your-program).

DEADLINE: Your complete and detailed recital program must be submitted to the Concert Office no later than 10 business days before the date of the recital.

Programs submitted 6–9 business days before the recital are subject to a $50 fine.
Programs submitted 1–5 business days before the recital date are subject to a $100 fine.
Business days do NOT include weekends or University holidays.

- The recital repertoire is at the discretion and approval of the major teacher. Solo literature is primary, and when repertoire requiring ensembles is programmed, small chamber groups are preferable. With the exception of conducting recitals, orchestras are not permitted on student recitals. Concertos are to be performed with piano reduction or small ensembles with one player per part. Unofficial ensembles are not permitted to use any kind of Yale branding.
- The Concert Office only produces programs for degree recitals; it does not produce programs for required or informal recitals. Upon request, the Concert Office can provide a template for required and informal recitals.
- Degree and required recital programs are official documents that have formatting standards that must be followed. Therefore, the Concert Office must produce or at least approve the finished program before it is printed in quantity.
- If you do not submit your program information to the Concert Office before the deadline, program services cannot be guaranteed for that recital.
- The Concert Office will not accept responsibility for proofreading errors on your part.
- 50 programs will be printed. More programs can be printed on request.
- Programs for recitals in venues other than Sprague and Sudler Halls must be picked up by the recitalist the day of the
performance or the business day prior to weekend recitals.

- Texts and translations can be produced as a side piece to accompany your program. For degree recitals, the Concert Office will print 50 copies of your texts and translations if you submit a print-ready PDF at least three full business days before your recital. The Concert Office will not edit the document in any way. You must verify that you have secured permission for the use of any texts/translations, and you must provide full credit for any texts and translations.
- If you are unable to submit your texts in time, you may print your own texts. Please place them on the music stand next to your recital programs.

SUBMIT LARGE ENSEMBLE AUTHORIZATION (for degree and required recitals)

▸ CONTACT: Lauren Schiffer, Program Manager, Office of the Deputy Dean, at lauren.schiffer@yale.edu

If you wish to program a piece with 7 or more players, you must secure written permission from the Deputy Dean and submit the large ensemble request form (music.yale.edu/wp-content/uploads/2016/07/large-ensemble-auth.pdf).

If you have an ensemble with 7 or more players, you must provide at least 1 assistant stage manager, depending on the size of the ensemble. Consult Chris Melillo.

DEADLINE: 20 business days prior to your recital

SUBMIT ADDITIONAL EQUIPMENT REQUESTS if not already indicated on your recital contract (for degree and required recitals)

▸ CONTACT: Jack Vees, Director, Center for Studies in Music Technology, at jack.vees@yale.edu

Audio: If your program requires audio playback or sound reinforcement, contact Jack Vees for a consultation about the equipment and personnel available to provide the services you require. If you know you will need these services at the time you submit your recital contract, please note in the space provided.

DEADLINE: 20 business days prior to your recital

ALERT THE OPERATIONS OFFICE TO UNUSUAL NEEDS if not already indicated on your recital contract (for degree and required recitals)

▸ CONTACT: Chris Melillo, Operations Assistant Manager, at christopher.melillo@yale.edu if you need any of the following:

- Harpsichord or organ for a recital rehearsal or recital
- Image or video projection
- More than 5 stands or chairs in Sudler
- Have an ensemble with 7 or more players

DEADLINE: 20 business days prior to your recital

SUBMIT MEDIA RELEASES OR LIVE STREAM WAIVER (for degree recitals only)

▸ CONTACT: Concert Office at concertforms@yale.edu

Only degree recitals will be recorded and live streamed automatically, free of charge. Required and informal recitals can be recorded and live streamed in Sprague, Sudler, and Woolsey Halls for a fee. For all recording and live streaming policies, please see Media Production on pg. 29.
EVALUATION COMMITTEE *(for degree recitals only)*

All degree recitals will be evaluated by your primary teacher and 1 other faculty member of the School of Music.

It is the responsibility of your primary teacher to arrange for the evaluation committee, and to ensure the committee's presence at the recital. The members of the evaluation committee must submit written evaluations of the recital. A recital will not be considered successfully completed until all evaluations have been received.

The Office of Student Services keeps recital reports on file for the academic year, after which they are added to your permanent files. You may read and copy your recital reports.

BOOK A RECEPTION *(optional)*

▶ CONTACT: Tara Deming, *Operations Manager*, at tara.deming@yale.edu

**SUDLER HALL:** Recceptions permitted in the side room (beyond the glass doors, on the College Street side of the building). Recitalists are responsible for cleaning the room afterward and removing all trash from the building.

**SPRAGUE HALL:** No receptions permitted.

**320 TEMPLE STREET LOUNGE:** Available for receptions through the Operations Office.

**ADAMS CENTER FOR MUSICAL ARTS ATRIUM:** Available for receptions. Recitalists must provide a $250 deposit, which will be refunded if there is no damage to the space, and no garbage left behind. Please see the Operations Office to schedule the space and to request the official use guidelines.

COMPLETE AN EXCEPTIONAL RECITAL!

You may be excused from Philharmonia and chamber music rehearsals on the day of your degree or required recital with the advance permission of the conductor or faculty coach. Accompanists and other performers on recitals will not be excused from these rehearsals. You will not be excused from Philharmonia or chamber music on the day of your informal recital.

The hall is reserved 1 hour before the start time of your recital for warm-up and for the recording soundcheck. You are expected to clear the stage 30 minutes prior to start time.

For degree and required recitals in Sprague and Sudler Halls, 1 stage manager will be provided. The stage manager has been authorized by the Concert Office to run all technical aspects of the concert including start time, clearing the stage of performers before the opening of the hall, etc. Please do not ask stage managers to serve as page turners.

**EXCEPTIONS:** *The School of Music does not provide stage management for informal recitals.*

Media Production

▶ CONTACT: Matt LeFevre, *Recording Engineer*, at matthew.lefevre@yale.edu

   Travis Wurges, *Video Producer*, at travis.wurges@yale.edu

**AUDIO AND VIDEO RECORDING SERVICES**

The Yale School of Music’s Media Production team provides professional quality recording and live streaming services for students, faculty, and alumni. The primary production facilities are located in Sprague Hall, with auxiliary suites in the Adams Center. Capabilities include multitrack audio recording and live streaming from Sprague Hall, Woolsey Hall, and Sudler Hall.
**PERFORMANCES**

**DEGREE RECITALS**
School of Music degree recitals given in Sprague, Sudler, and Woolsey Halls are automatically recorded, live streamed, and delivered as files to students free of charge. Informal and required recitals can be recorded for a fee. Please refer to pg. 23 for definitions of degree, required, and informal recitals. The high-definition video is a single camera stationary angle of the performance. No outside recording engineers or companies may record in Sprague Hall.

All degree recitals will be live streamed unless you or your major instructor request that the recital not be by writing to concerts@yale.edu within 3 business days of the performance. Verbal notification is not accepted.

Degree recitals are live streamed at music.yale.edu/student-recitals. Students may share this link to friends, family, and colleagues.

For information about fees for required or informal recitals, and additional production services, please visit music.yale.edu/media-production.

**STUDENT RECORDING SESSIONS**
A limited number of non-recital recording sessions are available for students. Please check the Media Production web page above for current policies and fees.

**ARCHIVE REQUESTS**
To request files from the archive, please use the form at music.yale.edu/recording. Requests are not accepted via verbally or email.

**MEDIA RELEASE**
School of Music students must sign an unlimited media release (pg. 11) at the beginning of the academic year, permitting YSM to record and stream any performances. Any performers who are not YSM students must sign a limited media release, granting permission to stream that performance. Students are responsible for collecting signed forms from these performers and submitting them to the Concert Office no later than 5 business days before the recital. Please see pg. 11 for more information.

**FILE DELIVERY**
A download link for both audio and video files is emailed to the Yale email address on file typically within 5 business days after a performance. Video of each piece performed is delivered as an individual high-definition file, and audio files are separated by movement.

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**Social Media and Copyright Policy**
Please visit music.yale.edu/copyright for more information on social media use and copyright.

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**Collaborative Piano**

**COLLABORATIVE PIANO FELLOWSHIP**
For the 2017–2018 academic year, 3 Collaborative Piano Fellows will be in residence at the Yale School of Music: Heekyung Lee, Min Young Kang, and Daniel Overly.

Collaborative Piano Fellows are made available to YSM instrumental students for master classes, lessons, studio seminars, degree recitals, and, when possible, for non-degree and informal recitals performed at Yale. Because the number of collaborative pianists is limited, it is important to make arrangements as early as possible, and to limit the amount of time each collaborative pianist spends on individual events.

**REQUESTS FOR PIANISTS**
All requests for pianists should be sent to collaborative piano coordinator Heekyung Lee at heekyung.lee@yale.edu. In your request, please include the date and time of event(s), repertoire, and be prepared to provide the score as soon as possible.
Degree recitals will be given priority; all assignments for non-degree and informal recitals will be made after the deadline for degree recitals.

**Requests for pianists must be received by the following deadlines:**
- Lesson, studio seminar, or master class playing standard repertoire: 1 week in advance
- Lesson, studio seminar, or master class playing non-standard repertoire: 2 weeks in advance
- Fall semester degree, non-degree, or informal recital: October 6, 2017
- Spring semester degree, non-degree, or informal recital: December 8, 2017

Repertoire for recitals in which an assigned pianist is playing must be provided as soon as possible and must be finalized at least 4 weeks in advance. Requests received after the stated deadlines will be considered, but are not guaranteed to be fulfilled.

**Collaborative Piano Fellow duties (maximum) are:**
- 1 hour of rehearsal per lesson, studio seminar, or master class
- 4–5 hours of additional rehearsal per recital *(as needed)*
- 1 dress rehearsal

**OTHER REQUESTS**
Requests for collaborative pianists for audio or video recordings or off-campus competitions will be treated as private engagements and will be paid for by the student. You may contact the individual pianists for their rates.

**ACCOMPANYING REQUIREMENT FOR PIANO MAJORS**
All piano majors are required to play for at least one instrumental or vocal recital per academic year without pay as part of the departmental major. Priority will be given to degree recitals. If you are fulfilling this requirement, please notify Professor Elizabeth Parisot to receive credit.

**Guidelines for student pianist duties for a recital** *(10 hours maximum)*
- 1–2 master classes
- 3–4 lessons
- 2–3 hours of additional rehearsal
- 1 dress rehearsal
- any time required to learn the music *(or comparable hour distribution)*

**PAID ACCOMPANYING FOR STUDENTS**
Paid accompanying for recitals, master classes, lessons, etc. from work-study or casual wage funds may be taken on by piano majors only when assigned by the collaborative piano coordinator, and only after fulfilling their recital accompanying requirement. When additional pianists are needed, the collaborative piano coordinator will contact students who would like to take on paid accompanying. Piano majors will not be paid for recital accompanying unless assigned by the collaborative piano coordinator. Information on tracking hours and obtaining payment are available from the collaborative piano coordinator.

**Guidelines for paid accompaniment hours for a recital** *(10 hours per recital)*
- 3–4 one-hour lessons
- 2–3 hours in total for master classes, additional rehearsals
- 3–4 hours for recital and dress rehearsal *(or comparable hour distribution)*
# Piano Services

There are more than 110 pianos at the Yale School of Music. Of these, 104 are Steinways, most of which were bought new within the past 10 years.

- **PIANO SERVICES REQUESTS:** [music.yale.edu/students/recitals/request-piano-services](http://music.yale.edu/students/recitals/request-piano-services)

Please use the above web page to immediately notify the piano curators if any piano has been damaged or is not functioning properly. The curators can prevent more serious damage if you notify them promptly.

## Reserving Time in the Halls

- Reservations for rehearsal time in Sprague and Sudler Hall may be made by contacting Tara Deming, Operations Manager, at [tara.deming@yale.edu](mailto:tara.deming@yale.edu) or 203-432-4142.
- Time reserved for tuning the pianos may not be rescheduled for rehearsal.
- Please let the Operations Manager or the Piano Curators know which piano you’ll be performing or recording on as soon as you know, so they don’t have to track you down the day of your performance. If you do not let anyone know and cannot be reached, a piano will be chosen for you.
- If you are using 2 pianos, please tell the Piano Curators when you schedule your recital, so they may set aside the extra time to tune both instruments.

## Important Piano Policies

- Food and drink (including candy and gum) are prohibited at all times in practice rooms, faculty studios, and classrooms. A $100 fine will be imposed on any student who breaks this rule. Spilled beverages can ruin the sound, touch, and finish of a piano. Water is permitted in sealed and unbreakable containers only.
- Do not use the top of the piano as a table for instrument cases, books, keys, handbags, drinks, etc. You may scratch the finish or spill the drink into the piano. Please put these items either on a chair or on the floor.
- Do not move the pianos in the studios, classrooms, and practice rooms. They have been placed to minimize damage from opening doors and from excessive heat or cold. If you feel a piano is poorly placed for its general use, please contact the Piano Curators to have it moved.
- Before raising the lid, please check to be sure that the straight (spine) side of the piano case is at least 4 inches away from a wall. Attempting to lift the lid while the spine side is too close will result in damage to the piano as well as the wall. Do not attempt to move the piano yourself.
- If you notice that a room with a piano is either very hot or very cold, please notify the Operations Manager or the Piano Curators.

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### Piano Curators

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<td>Robert Crowson</td>
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<td>Brian Daley</td>
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<tr>
<td>William Harold</td>
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Robert Crowson  
[robert.crowson@yale.edu](mailto:robert.crowson@yale.edu)  
Brian Daley  
[brian.daley@yale.edu](mailto:brian.daley@yale.edu)  
William Harold  
[william.harold@yale.edu](mailto:william.harold@yale.edu)
Yale Philharmonia & New Music New Haven

POLICIES & PRACTICES
All students are required to abide by the rules and regulations of the University and the School of Music, and are required to attend lessons, class sessions, rehearsals, and appointments arranged for them. Those whose attendance, progress, or conduct is unsatisfactory will be reviewed by the Academic Affairs Committee and may be required to withdraw under terms set by the Dean.

STAFF

Jeff Mistri, Manager
Tel: 203 432–1978
Mobile: 203 687–9361
Fax: 203 432–7542
E-mail: jeffrey.mistri@yale.edu
Office: Hendrie Hall, Room 217

Samuel Bobinski, Assistant Manager
E-mail: yalephilharmonia@gmail.com
Tel: 203 436–0504
Library: Hendrie Hall, Room 216

First point of contact for Philharmonia and New Music New Haven (NMNH). Please see the Manager for all major issues, including scheduling, absence requests, seating, rotation, players, and proposals.

Manages Philharmonia library and coordinates production needs. Deals with all issues having to do with parts for Philharmonia and NMNH. Coordinates stage crew, instrument moves, room set up and tear down, and production needs for Philharmonia and NMNH.

SCHEDULES & ROSTERS: music.yale.edu/students/performancepolicies

You are responsible for checking the webpage above on a regular basis. Reminders and updates will be sent via e-mail.

CODE OF CONDUCT
Behavior at the highest professional level is expected at all rehearsals and concerts for Philharmonia and NMNH.

Musician responsibilities for preparation:
• If you have been rostered for a Philharmonia concert, it is your responsibility to collect and return all music to the Philharmonia Library. Students may collect their music/parts in the Philharmonia Library (Hendrie Hall, Room 216) 2 weeks before the first rehearsal. If your music is not picked up at least 1 week prior to the first rehearsal, this will be counted as being unprepared, and your grade may be lowered. You must contact the Philharmonia Assistant Manager and make arrangements to collect your parts.
• Prepare your part and be able to play, at performance level, the repertoire for that concert at the first rehearsal.
• The conductor may ask you to play any part of the concert repertoire in public (during rehearsal) or in private (backstage/office).
• The Philharmonia Library staff will contact you if they need your assistance with bowings.

Musician responsibilities during rehearsal:
• Do not be late: it is unprofessional, disrespectful to your colleagues, and carries penalties. Arrive at least 10 minutes before each rehearsal. Be seated and ready to tune 5 minutes before rehearsal starts.
• Be prepared. Always bring a pencil, a mute, music, and all auxiliary instruments. When asked to do so, please bring your folding music stand to rehearsals. YSM stands must not be removed from practice rooms or rehearsal spaces.
• Store your case safely (out of walkways, under chair, or in audience).
• Mobile devices are strictly prohibited. Devices must be turned off and left in your instrument case during rehearsal. Texting or any other use of mobile devices is not permitted during rehearsal. Use of mobile devices during rehearsal (except at break) will result in grade penalties.
• Talking is not permitted during rehearsal. Raise your hand to ask a question about the music being rehearsed. Other questions are welcomed after rehearsal or by appointment with the conductor.
• Do not read or work on any outside materials during rehearsal.
• Food and drink (including candy and gum) are prohibited at all times in practice rooms, faculty studios, and classrooms. A $100 fine will be imposed on any student who breaks this rule. Spilled beverages can ruin the sound, touch, and finish of a piano. Water is permitted in sealed and unbreakable containers only.
• Hats may not be worn during rehearsal.
Attendance Policy & Grading

Failure to respect and abide by this code may affect your grade. Musicians must attend all services in the schedule unless released by the Philharmonia Manager.

SEATING TIME
- Arrive 10 minutes before each rehearsal.
- Be seated and ready to tune 5 minutes before rehearsal starts.
- Breaks are 15 minutes in length; you are responsible for returning to your seat on time.

TARDINESS
- The tuning “A” will be given promptly at the beginning of rehearsal and at the end of break.
- If you are not in your seat and ready to play when the “A” is given, you will be marked tardy.
- If you are unprepared for rehearsal and do not have a required item (music, practice parts, stand, mute, pencil, etc.), you will be marked tardy.

ALTERNATES
- If you are listed as an alternate (ALT), you must hold yourself available for all services in that series in case we need to replace a player. Failure to do so will affect your grade.
- Alternates are not required to attend rehearsals or to prepare a part unless called.

APPROVED ABSENCES
Absence requests must be requested as soon as a conflict is known and no later than 4 weeks prior to the start of the affected series.
- Email the Philharmonia Manager with the details of your absence request (date, reason, etc.)
- Submit a short-term absence request form to the Office of the Deputy Dean. This form must be completed and approved by the Office of the Deputy Dean in order for you to be released from any class at the School of Music—including Philharmonia.
- Your request is not approved until you receive written notification from the Philharmonia Manager.
- You must not be absent from a dress rehearsal, any rehearsals the week of a concert, or from more than 1 rehearsal per concert.

Absences are permitted for the following reasons:
- Degree or required recital: for recital-owner on day of degree recital only. Other players in your recital are not excused from rehearsal that day. Please do not schedule your dress rehearsal or recital during a Philharmonia rehearsal.
- Leave of absence approved by the Office of the Deputy Dean.
- Illness or emergency: contact the Philharmonia Manager before the rehearsal. You may be asked to submit a doctor’s note when you return or your absence may not be excused.

Wind, brass, percussion, and harp players only: For any type of absence, you must arrange for a substitute to prepare and cover your part, and provide their name to the Philharmonia Manager.

GRADING
Grades are based upon attendance and participation in both Philharmonia and NMNH (including the conductor’s evaluation of each musician’s performance).

- For every 1 second to 10 minutes of tardiness, your grade may be lowered one increment (A to an A-).
- If you are more than 10 minutes late, your grade will continue to drop by one increment for every 10 minutes of tardiness.
- For each unexcused absence, your grade may be lowered one letter (A to B).
- You must receive a passing grade in Philharmonia to receive course credit.
Philharmonia Library Policies

The Philharmonia Library is located in Hendrie Hall, Room 216. To contact the Library for any matter, please email yalephilharmonia@gmail.com.

GETTING PARTS
• It is your responsibility to pick up your music (whether it is an original or a photocopy) 2 weeks prior to the first rehearsal of each series.
• Music will be available for pickup in the Philharmonia Library, Hendrie Hall, Room 216. Occasionally, you will need to sign out music from the Philharmonia Library.
• If you do not pick up your music at least 1 week before the first rehearsal, the conductor will be notified and your grade may be affected.

RETURNING PARTS
• Bring all of your music (whether it is an original or photocopied part) to the concert.
• After the concert, leave all of your music on your stand.
• If you forget to leave your music on your stand after the concert, you must return it to the Philharmonia Library by the following Monday.
• You will accrue fines for each late part, and will be billed for the replacement value of any damaged or lost parts. The cost will be charged to your student Bursar account.

BOWING PARTS (principal strings)
• The principal strings will receive instructions from the Philharmonia Library regarding master bowings.

EXCERPTS FOR PROFESSIONAL AUDITIONS
• You can print most excerpts directly from IMSLP online. Please check imslp.org/wiki/Category:Composers to see if you can download and print your excerpts.
• If your excerpts are not on IMSLP, the Philharmonia Library may be able to lend you orchestral parts for legitimate, professional auditions.
• Please email the Philharmonia Assistant Manager to request a loan. The Philharmonia Office will contact you to discuss how to proceed with your loan.
• Any original parts loaned must be returned with all markings erased.
• Any damaged, late, or unreturned parts will result in a fine to your Bursar account.

RECORDINGS
Recordings of the Philharmonia program pieces can be made available by contacting the YSM media production staff. You may make copies of these recordings for personal use, but you may not post them on non-Yale websites.

Concert Practices

CALL TIMES AND SIGN-IN
Concert call times are generally 30 minutes before you are scheduled to play. You must sign in at the sign-in sheet next to the stage door when you arrive.

CONCERT ATTIRE FOR PHILHARMONIA
Please abide by these general guidelines:
• Concert clothing should always be clean and pressed.
• Please do not use perfume or cologne: many performers are allergic to these substances.
• Make-up, hair, and necklines should be modest and conservative.
• Low necklines, bare backs/midriffs, transparent tops, and tight-fitting clothing are unacceptable.
• Sparkling or flashing jewelry and ornaments (beads, sequins, rhinestones) are not allowed.
• Accessories should be conservative and discreet.
• Headbands and hair ornaments should be unornamented and match your hair color.
• During concerts, musicians should not keep their instrument cases, coats, or other personal items onstage without prior agreement of the manager.
• Onstage pocketbooks should be tiny, black, and inconspicuous.

MEN
• Black tuxedo jacket (no tails) and black tuxedo pants.
• Black bow tie.
• White tux shirt with full length dress sleeves.
• Long black socks and black dress shoes (shined and clean).

WOMEN
• Black dress (must be ankle length) with full-length or elbow-length sleeves.
• Black skirt (ankle length) with dressy black blouse (full- or elbow-length sleeves).
• Black hosiery or black stockings. Flesh-colored stockings are not acceptable.
• Shoulders must be covered. Sleeves must not have slits.
• Skirts must not have slits (a back center slit is acceptable).
• Long sweaters and/or long skirts will be loaned to any inappropriately-dressed player.

CONCERT ATTIRE FOR NMNH AND OPERA ORCHESTRA
Same general guidelines as above, but attire is all black.

MEN
• Black dress pants (no jeans) and black long-sleeved shirt with collar and cuffs.
• Long black socks and black shoes (no sneakers).

WOMEN
• Black skirt (mid-calf length, no slits) or black dress pants (no jeans).
• Black blouse (full length or elbow-length sleeves, shoulders covered).
• Black hosiery or black stockings, and plain black shoes (no sandals, no sneakers).

New Music New Haven Policies

CONTACT INFORMATION

Hannah Lash, Artistic Director
Cell: 646 544–6130
hannah.lash@yale.edu

Jeff Mistri, Manager
Tel: 203 432–1978 | Cell: 203 687–9361 | Fax: 203 432–7542
jeffrey.mistri@yale.edu

Samuel Bobinski, Assistant Manager
Tel: 203 436–0504
yalephilharmonia@gmail.com
Guidelines for Preparation of Proposals, Parts, and Scores

INSTRUMENTATION
We can only program compositions for instruments that are owned by the School of Music, students, composers, or guest performers. We regret that we cannot program student works that require rental instruments.

The School owns the following auxiliary instruments: alto flute (1), piccolo (1), oboe d’amore (1), English horn (1), E-flat clarinets (2), bass clarinets (2), basset horns (2), and contrabassoon (1).

Please consult the percussion TA and Philharmonia Manager regarding the instruments owned by the percussion studio.

TO PROPOSE A WORK FOR PERFORMANCE ON NMNH:
• Fill out the NMNH proposal form by the proposal deadline: music.yale.edu/students/performancepolicies/nmnh-proposals-programs
• Please provide as many details about your piece as possible.
• You should only fill out a proposal form if a piece has been completed or is near completion.
• Please do not fill out proposal forms for works that have not yet been written.
• Proposals will be reviewed and the program will be announced 2–7 days after the proposals are due.
• Late proposals will not be considered.

BEFORE YOU SUBMIT YOUR PARTS TO THE PHILHARMONIA LIBRARY
• Always adhere to the MOLA guidelines (see following section).
• Parts and scores that do not meet the MOLA guidelines will not be accepted for performance on NMNH.
• You are encouraged to set up a time (well before your parts are due) to meet with a Philharmonia librarian to assess the readability of your parts and score.

SUBMITTING PARTS TO THE PHILHARMONIA LIBRARY:
• If you submit your parts on time, the Philharmonia Library will print, bow, copy, and bind all of your parts for you.
• Submit parts and score as PDF files to yalephilharmonia@gmail.com. You do not need to submit paper copies of your parts.

SUBMITTING SCORES TO THE PHILHARMONIA LIBRARY:
• Submit 2 hard-copy scores to the Philharmonia Library.
• If the spine is shorter than 14”, the Philharmonia Library will bind it for you upon request.
• If the spine is longer than 14”, you must submit a bound score.

IF YOU DO NOT SUBMIT YOUR PARTS ON TIME:
• Your piece may be removed from the concert. It will be rescheduled on a later NMNH concert if possible.
• If it is not removed, the Philharmonia Library may grant you an extension to submit your parts.
• If so, you must prepare your own parts, and properly print, bind, and bow them. These parts must be submitted to the Philharmonia Library for approval before they are distributed.

SPECIAL SUBMISSION REQUIREMENTS FOR NEW MUSIC FOR ORCHESTRA (DEC 7):
• Submit 2 hard-copy scores, bound and properly sized (10” x 13”) to the Philharmonia Library.
• Submit parts and score as PDFs to yalephilharmonia@gmail.com.
• Submit parts as unbound single-sided pages (8.5” x 11”) to the Philharmonia Library.
• If you submit your parts on time, the Philharmonia Library will enlarge, bow, copy, and bind all of your parts for you.
• If you do not submit your parts on time, the steps described in the section above will apply.

NMNH Instrumentation and Deadlines

Students at the School of Music will perform the works on NMNH. Composers may supplement these ensembles by providing their own players from outside the School of Music. Please discuss this possibility with the Philharmonia Manager.
If you would like to use non-Philharmonia performers (i.e.: other YSM students or non-YSM students), you must get permission from the Artistic Director and Philharmonia/NMNH Manager. In addition, these performers must be available — without exception — for all scheduled rehearsals, sound checks, and the concert.

Composers participating in NMNH are expected to keep track of all deadlines for any concert on which their work will be performed, and to submit materials by the requested dates. Missed deadlines compromise the quality of the parts, the players’ level of preparation, the collaborative experience for all participants, and the success of the final performance. Therefore, if a composer fails to meet deadlines for parts or scores, that composer’s piece may be removed from the concert on which it was scheduled. If possible, that piece will be rescheduled on a later concert.

To avoid a penalty, your program information must be submitted via Wufoo form by the listed deadlines (10 business days before the concert, at 9 am). Program information submitted 6–9 business days before the concert will incur a $50 fine, and program information submitted 1–5 business days before the concert will incur a $100 fine. All fines will be billed directly to your Bursar Account.

For a full list of concert dates, deadlines, and instrumentations, please visit the NMNH website:

▶ music.yale.edu/students/performancepolicies/nmnh-instrumentation-deadlines

Major Orchestra Librarians Association (MOLA) Guidelines for Music Preparation

ON THE COVER OF THE SCORE

- Title of work
- Name of composer (and name of arranger, if applicable)
- Name and address of publisher

PAGE 1 OF THE SCORE: INSTRUMENTATION

- Full title of work, printed as it would appear in a formal concert program, including appropriate capitalization and diacritical markings, along with movement titles in their proper order.
- An approximate duration for each movement and a total duration for the work.
- List the full instrumentation, identifying any doublings, and the keys of transposing instruments (clarinets, horns, and trumpets).
- List all percussion instruments and indicate the number of percussionists needed.
- Describe any special equipment, synthesizer settings, or other technical requirements (also note these details on the cover page of the instrument’s part).
- Instructions should be as specific and understandable as possible.
- Include any special instructions for “prepared instruments” or other uncommon instruments (also note these details on the cover page of the instrument’s part).

PAGE 2 OF THE SCORE: STAGING INSTRUCTIONS (if applicable)

- Describe any specific staging instructions. Detailed diagrams are helpful to illustrate particularly complex staging.

PAGE 3 OF THE SCORE: MUSICAL NOTATION (if applicable)

- Describe any deviations from standard musical notation (i.e. extended techniques).

PROOFREADING

- It is mandatory that prior to reproduction the parts be proofread by a qualified proofreader and NOT only by the composer or the copyist who prepared the parts. Please do not expect orchestra librarians to provide additional proofreading services.
THE MUSIC

- Scores should be engraved (computer or traditional).
- Right-hand pages must be odd-numbered and left-hand pages must be even-numbered in the top right or left corner of the page.
- At the beginning of the score, list the full name of each instrument to the left of the corresponding system. On subsequent pages, use abbreviations of the instrument names.
- All instructions for tempi and dynamics should be in a conventional language (English, Italian, German, or French).
- Please do not use a mix of languages or any invented abbreviations for non-existent foreign terms.
- All tempo indications should appear above the top staff and above the first violin line on each score page.
- Each measure (bar) should be numbered, beginning anew with each movement.
- Placement of measure numbers should be the same throughout the work (i.e. above, below, or on a special line of the grand staff, such as above the first violins).
- Rehearsal letters should correspond to landmarks in the music and must be used in conjunction with measure numbers.

INSTRUMENTAL PARTS: GENERAL

- Standard music notation practice should be observed and any deviation from the standard should be clearly explained prior to the first page of music.
- The front of each part should clearly identify the composer, title of the work, and instrument, including doublings and key(s) of transposing instruments where appropriate.
- Each page of the part must specify the instrument name and piece title on the top center of the page.
- Parts should be completely computer generated, without any handwritten additions.
- Right-hand pages must be odd-numbered and left-hand pages must be even-numbered in the top right or left corner of the page.
- Avoid creating wind parts with multiple parts on a single stave (i.e. flutes 1 and 2 must be separate parts).
- String parts should be created with 1 part per section. Complicated string divisions should be written on separate staves. Avoid dividing the music for the string section into multiple parts unless necessitated by multiple and continuous division of the voices.

SPECIFIC SUGGESTIONS

- Clefs and key signatures must appear at the beginning of each line.
- Care should be taken with the use of the abbreviations 8va and 8vb, avoiding their use if possible.
- Parts for transposing instruments must be written in the proper key.
- If any parts are reproduced with a popular transposition (i.e. horn in E-flat transposed for horn in F), a part in the original key should also be included with the set.
- Harp pedaling should be left to the performer.
- The timpani part should not be included in the percussion part.
- Percussion parts should include a list of the instruments required.
- Percussion parts may be in score form or individual instrumental parts. Each has its advantages depending on the requirements of the music. Consult with an experienced orchestral percussionist.
- Percussion instruments should be notated on the staff from high to low, according to their relative pitch. These positions must be maintained consistently throughout the work. A notation key printed at the beginning of the part may be helpful to the player.

INSTRUMENTAL PART READABILITY

- The most readable staff size for all instruments is 8.5 mm (measured from the bottom to the top of the staff). Although 8.0 mm is readable for winds, it is less so for strings. Wind players can read music from staves that measure 7.5 mm, but this is very problematic for string players. Anything smaller than 7.0 mm is unacceptable for orchestral parts. Anything larger than 8.5 mm should be avoided, as it is distracting to players.
- Measure (bar) numbers should appear at the beginning of the first measure of each line. Numbering each measure should be avoided, except in the case of multiple measures rest, where measure number ranges are helpful (i.e. “27–117”).
- Logical cues are expected during long period of rest, the cues being transposed to the reading key of the instrument. Cues must be audible to the musician reading the part.
- Tempo and meter changes must shown on all parts, even during periods of extended rest. The use of “Tacet until. . .” is not acceptable.
- Pay careful attention to the placement of page turns; build blank pages into the parts to facilitate turns.
PAPER
- The paper for parts should be of substantial quality to avoid show-through of music from the reverse side, to ensure durability, and to stand up to on-stage wind patterns caused by ventilation systems.
- The minimum requirement is usually 60 or 70 lb. [100 gsm] offset paper.
- The page layout should allow comfortable page turns.
- Fold out pages should be avoided or, if absolutely necessary, used sparingly.
- 8- or 10-stave paper should be used for any instrument that is subject to multiple ledger lines.
- 12- or 14-stave paper may be used as long as symbols are not crowded and clarity of the notational elements is maintained.

FORMATTING AND BINDING
- Parts should be prepared within an image area of no less than 8” x 11” on paper at least 9.5” x 12.5”. These minimum requirements leave a 0.75” margin surrounding the image area. A common page size among many publishers is 10” x 13”. Parts larger than 11” x 14” are unwieldy.
- Parts and scores should be bound so that they lie flat on the stand. Plastic comb or coil binding may be used for scores but not for parts. To bind multiple page parts, affix library tape to the left margin of the part. All pages should be attached to the center spine. Loose pages should be taped or attached to the center margin of the spine. Tape: Vital Presentation Concepts Inc. or 3-M Corp. Micropore surgical tape.
- Accordion-folded parts (single-sided sheets taped side-to-side) are not acceptable.
# STAFF DIRECTORY

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>PO Box 208246 New Haven, CT 06520-8246</th>
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## Office of the Dean

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Robert Blocker</td>
<td>Dean</td>
<td>203 432–4160</td>
<td>Leigh 1st Fl</td>
</tr>
<tr>
<td>Stefanie E. Parkyn</td>
<td>Chief of Staff &amp; Executive Assistant to the Dean</td>
<td><a href="mailto:robert.blocker@yale.edu">robert.blocker@yale.edu</a></td>
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## Office of the Deputy Dean

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<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Melvin Chen</td>
<td>Deputy Dean</td>
<td>203 432–7386</td>
<td>Hendrie 1st Fl</td>
</tr>
<tr>
<td>Lauren Schiffer</td>
<td>Programs Manager</td>
<td><a href="mailto:melvin.chen@yale.edu">melvin.chen@yale.edu</a></td>
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## Office of the Associate Dean

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<th>Name</th>
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<tbody>
<tr>
<td>Michael Yaffe</td>
<td>Associate Dean</td>
<td>203 432–6045</td>
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<td><a href="mailto:michael.yaffe@yale.edu">michael.yaffe@yale.edu</a></td>
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## Admissions

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<tr>
<td>Donna Yoo</td>
<td>Director</td>
<td>203 432–4155</td>
<td>Sprague 1st Fl</td>
</tr>
<tr>
<td>Paige Breen</td>
<td>Admissions and Alumni Affairs Associate</td>
<td><a href="mailto:donna.yoo@yale.edu">donna.yoo@yale.edu</a></td>
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## Alumni Affairs

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<td>Donna Yoo</td>
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## Business Office

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<tbody>
<tr>
<td>Patty Pappacoda</td>
<td>Manager</td>
<td>203 432–3832</td>
<td>Sprague 1st Fl</td>
</tr>
<tr>
<td>Chuck Stupakevich</td>
<td>Senior Financial Analyst</td>
<td><a href="mailto:patty.pappacoda@yale.edu">patty.pappacoda@yale.edu</a></td>
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</tr>
<tr>
<td>Elizabeth Wilford</td>
<td>Business Assistant</td>
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## Career Services

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<tbody>
<tr>
<td>Astrid Baumgardner</td>
<td>Coordinator</td>
<td>203 432–7732</td>
<td>Leigh Basement</td>
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## Center for Studies in Music Technology

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<tbody>
<tr>
<td>Jack Vees</td>
<td>Director</td>
<td>203 432–4164</td>
<td>Sprague Basement</td>
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## Collection of Musical Instruments

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<th>Name</th>
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<tbody>
<tr>
<td>William Purvis</td>
<td>Director</td>
<td>203 432–822</td>
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## Communications

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<tbody>
<tr>
<td>David Brensilver</td>
<td>Communications Officer</td>
<td>203 432–6245</td>
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<td>Design Manager</td>
<td><a href="mailto:katie.kelley@yale.edu">katie.kelley@yale.edu</a></td>
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## Concert Office

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Krista Johnson</td>
<td>Manager of Concert Programs</td>
<td><a href="mailto:krista.johnson@yale.edu">krista.johnson@yale.edu</a></td>
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<tr>
<td>Kate Gonzales</td>
<td>Concert Office Coordinator</td>
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# STAFF DIRECTORY

<table>
<thead>
<tr>
<th>Information Technologies</th>
<th>203 432–2900</th>
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<td>Greg Johnson</td>
<td>Desktop Specialist</td>
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<tr>
<td>Matthew LeFevre</td>
<td>Recording Engineer</td>
</tr>
<tr>
<td>Travis Wurges</td>
<td>Video Producer</td>
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<thead>
<tr>
<th>Music in Schools Initiative</th>
<th>Sprague 3rd Fl</th>
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<tr>
<td>Rubén Rodríguez</td>
<td>Lead Teacher</td>
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<tr>
<th>Norfolk Chamber Music Festival</th>
<th>203 432–1966</th>
<th>Sprague 3rd Fl</th>
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<tbody>
<tr>
<td>Melvin Chen</td>
<td>Director</td>
<td><a href="mailto:melvin.chen@yale.edu">melvin.chen@yale.edu</a></td>
</tr>
<tr>
<td>James Nelson</td>
<td>Manager</td>
<td><a href="mailto:james.nelson@yale.edu">james.nelson@yale.edu</a></td>
</tr>
<tr>
<td>Deanne Chin</td>
<td>Associate Manager</td>
<td><a href="mailto:deanne.chin@yale.edu">deanne.chin@yale.edu</a></td>
</tr>
<tr>
<td>Benjamin Schaeffer</td>
<td>Administrative Associate</td>
<td><a href="mailto:benjamin.schaeffer@yale.edu">benjamin.schaeffer@yale.edu</a></td>
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<tr>
<th>Operations</th>
<th>Sprague 1st Fl</th>
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<tbody>
<tr>
<td>Tara Deming</td>
<td>Manager</td>
</tr>
<tr>
<td>Chris Melillo</td>
<td>Assistant Manager</td>
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<tr>
<th>Piano Curators</th>
<th>203 432-4163</th>
<th>Sprague 1st Fl</th>
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<tbody>
<tr>
<td>Robert Crowson</td>
<td>Piano Curator</td>
<td><a href="mailto:robert.crowson@yale.edu">robert.crowson@yale.edu</a></td>
</tr>
<tr>
<td>Brian Daley</td>
<td>Piano Curator</td>
<td><a href="mailto:brian.daley@yale.edu">brian.daley@yale.edu</a></td>
</tr>
<tr>
<td>William Harold</td>
<td>Piano Curator</td>
<td><a href="mailto:william.harold@yale.edu">william.harold@yale.edu</a></td>
</tr>
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<thead>
<tr>
<th>Office of Student Services</th>
<th>203 432-4151</th>
<th>Sprague 1st Fl</th>
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<tbody>
<tr>
<td>Suzanne Stringer</td>
<td>Director</td>
<td><a href="mailto:suzanne.stringer@yale.edu">suzanne.stringer@yale.edu</a></td>
</tr>
<tr>
<td>Kelly Yamaguchi-Scanlon</td>
<td>Assistant</td>
<td><a href="mailto:kelly.yamaguchi@yale.edu">kelly.yamaguchi@yale.edu</a></td>
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<tr>
<th>Yale Opera</th>
<th>203 432-2690</th>
<th>Hendrie 1st Fl</th>
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<tbody>
<tr>
<td>Doris Yarick-Cross</td>
<td>Director</td>
<td><a href="mailto:doris.yarick-cross@yale.edu">doris.yarick-cross@yale.edu</a></td>
</tr>
<tr>
<td>Erika Niemi Heltzel</td>
<td>Manager</td>
<td><a href="mailto:erika.niemi@yale.edu">erika.niemi@yale.edu</a></td>
</tr>
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<tr>
<th>Yale Philharmonia &amp; New Music New Haven</th>
<th>203 432-1978</th>
<th>Hendrie 2nd Fl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Mistri</td>
<td>Manager</td>
<td><a href="mailto:jeffrey.mistri@yale.edu">jeffrey.mistri@yale.edu</a></td>
</tr>
<tr>
<td>Samuel Bobinski</td>
<td>Assistant Manager</td>
<td><a href="mailto:samuel.bobinski@yale.edu">samuel.bobinski@yale.edu</a></td>
</tr>
</tbody>
</table>

To look up Yale contact info, search: [directory.yale.edu](http://directory.yale.edu)
Yale School of Music
Campus Map

1 Sprague Memorial Hall
98 Wall Street

2 Adams Center for Musical Arts:
Leigh Hall
435 College Street

Hendrie Hall
Entrance through Lot 51

3 320 Temple Street (practice rooms)

4 143 Elm Street

5 Sudler Hall
100 Wall Street

Points of Musical Interest

6 Irving S. Gilmore Music Library
120 High Street

7 Collection of Musical Instruments
15 Hillhouse Avenue

8 Institute of Sacred Music/Divinity
409 Prospect Street

Yale University
Points of Interest

9 Sterling Memorial Library
120 High Street

10 Yale Visitor Center
149 Elm Street

11 Yale University Art Gallery
1111 Chapel Street

12 Yale Center for British Art
1080 Chapel Street

13 Beinecke Rare Book & Manuscript Library
121 Wall Street