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 within

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

vivine my thanks to you Oh glorious music my thanks to

bove.
you.

1

2
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# Opening Week Schedule

[Music.Yale.edu/OpenWeek](music.yale.edu/opening-week)

## Fri, August 31

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3:30 pm</td>
<td>International Student Check-In</td>
<td>OISS, 421 Temple St.</td>
<td>All international students are required to attend one session. Also offered 9/7 at 4 pm.</td>
</tr>
</tbody>
</table>

## Tue, September 4

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-8:30 am</td>
<td>Orientation Check-In ‡</td>
<td>Adams Center Atrium</td>
<td>Check in to Orientation to get your ID and a welcome packet. <strong>Required for new and returning students.</strong></td>
</tr>
<tr>
<td>8:30-9 am</td>
<td>Dean’s Welcome ‡</td>
<td>Glee Club Room, Hendrie Hall 201</td>
<td><strong>Welcome to the Yale School of Music!</strong> Remarks from Dean Robert Blocker and Associate Dean Michael Yaffe. <strong>Required for new and returning students.</strong></td>
</tr>
<tr>
<td>9-10 am</td>
<td>Navigating Yale School of Music ‡</td>
<td>First-year Students: Glee Club Room, Hendrie Hall 201 Returning Students: Band Room, Hendrie Hall 301</td>
<td>Essential information to make the most of your time at Yale. Returning students will learn about recital planning.</td>
</tr>
<tr>
<td>10-11 am</td>
<td>YSM Tour</td>
<td>Meet in Adams Center Lobby</td>
<td>Learn your way around the spaces of YSM. Also offered 9/5 at 11 am.</td>
</tr>
<tr>
<td>10:30 am-5 pm</td>
<td>Philharmonia and Chamber Music Auditions</td>
<td>Orchestra Rehearsal Hall in the Adams Center for Musical Arts</td>
<td>All wind, brass, string, percussion, and harp players must perform an audition for placement in the Yale Philharmonia and chamber music ensembles. Audition times are available at <a href="music.yale.edu/performancepolicies">music.yale.edu/performancepolicies</a>.</td>
</tr>
<tr>
<td>10:30-11:30 am</td>
<td>Music Library Orientation</td>
<td>Gilmore Music Library in Sterling Library</td>
<td>An introduction to your library and online resources at Yale. Also offered 9/5 at 11 am and 9/6 at 1 pm.</td>
</tr>
<tr>
<td>10:30-11:30 am</td>
<td>Media Production at YSM</td>
<td>Hendrie Hall 313</td>
<td>Learn more about audio and video streaming and recording, booking a recording session, and using classroom equipment for self-recording. Also offered 9/5 at 1 pm and 9/6 at 1 pm.</td>
</tr>
<tr>
<td>11 am-1:30 pm</td>
<td>Yale Resource Fair</td>
<td>Adams Center Atrium</td>
<td>Speak with representatives from Yale Well, Office of LGBTQ Resources, Graduate and Professional Student Senate, Chaplain’s Office, Sustainability Office, and more.</td>
</tr>
<tr>
<td>2-4 pm</td>
<td>Hearing Exam</td>
<td>Glee Club Room</td>
<td>Placement exam for Hearing courses. <strong>Mandatory for all first-year students.</strong></td>
</tr>
<tr>
<td>5-7 pm</td>
<td>Language Exam</td>
<td>For location, see <a href="music.yale.edu/exams-auditions">music.yale.edu/exams-auditions</a></td>
<td>Successful completion of the language proficiency exam is a graduation requirement for all M.M., M.M.A., and A.D. candidates, and for Certificate students who wish to convert their degree in the future. <strong>Required for all students who have not yet completed their proficiency requirement.</strong></td>
</tr>
</tbody>
</table>

## Wed, September 5

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-11 am</td>
<td>Music History Exam</td>
<td>Glee Club Room</td>
<td>Placement exam for History courses. <strong>Mandatory for all first-year students.</strong></td>
</tr>
<tr>
<td>11 am-5 pm</td>
<td>Philharmonia and Chamber Music Auditions</td>
<td>Orchestra Rehearsal Hall</td>
<td>Audition times are available at <a href="music.yale.edu/performancepolicies">music.yale.edu/performancepolicies</a>.</td>
</tr>
<tr>
<td>11 am-12 pm</td>
<td>YSM Tour</td>
<td>Meet in Adams Center Lobby</td>
<td>Also offered 9/4 at 10:30 am.</td>
</tr>
<tr>
<td>11 am-12 pm</td>
<td>Collection of Musical Instruments Tour</td>
<td>15 Hillhouse Ave.</td>
<td>In addition to housing a public museum, the Collection serves as a laboratory for courses in the history of musical instruments and as a supplemental archive for courses taught in the arts and sciences. Also offered 9/5 at 1 pm and 9/6 at 11 am and 1 pm.</td>
</tr>
<tr>
<td>11 am-12 pm</td>
<td>Music Library Orientation</td>
<td>Gilmore Music Library</td>
<td>Also offered 9/4 at 10:30 am and 9/6 at 1 pm.</td>
</tr>
</tbody>
</table>
1-2 pm  |  Music and a Culture of Sustainability  |  Hendrie Hall 116  
In this session, you will be introduced to YSM’s sustainability initiatives and learn how you can be a partner for a more sustainable future at the School, the University, and in the world. Also offered 9/6 at 11 am.

1-2 pm  |  Collection of Musical Instruments Tour  |  15 Hillhouse Ave.  
Also offered 9/5 at 11 am and 9/6 at 11 am and 1 pm.

1-2 pm  |  Media Production at YSM  |  Hendrie Hall 313  
Also offered 9/4 at 10:30 am and 9/6 at 1 pm.

5-7 pm  |  Welcome Picnic  |  Greenberg Conference Center, 391 Prospect St.  
Join Yale School of Music students, faculty, and staff at the opening week picnic!

### THU, SEPTEMBER 6

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location/Address</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 am-6 pm</td>
<td>Philharmonia and Chamber Music Auditions</td>
<td>Orchestra Rehearsal Hall</td>
<td>Audition times are available at music.yale.edu/performancepolicies.</td>
</tr>
<tr>
<td>9:30-11 am</td>
<td>New Piano Students Meeting</td>
<td>Leigh Hall 402</td>
<td>Required for all new piano students.</td>
</tr>
<tr>
<td>10 am-12 pm</td>
<td>Voice Organizational Meeting</td>
<td>Hendrie Hall 101</td>
<td>Required for all Opera and Early Music Voice students.</td>
</tr>
<tr>
<td>10-11 am</td>
<td>Bystander Intervention Training</td>
<td>Hendrie Hall 114</td>
<td>This workshop presented by the Title IX Office draws on community-focused bystander intervention research, teaching concrete intervention skills and encouraging participants to make safe, low-level interventions if they encounter troubling sexual or romantic dynamics or unprofessional behaviors. Also offered 9/6 at 2 pm.</td>
</tr>
<tr>
<td>10-11 am</td>
<td>Music in Schools Information Sessions</td>
<td>Hendrie Hall 314</td>
<td>An introduction to the Music in Schools Initiative’s vision, mission, structure, philosophy, programs, and an invitation to join the team of teaching artists. Also offered 9/6 at 2 pm.</td>
</tr>
<tr>
<td>11 am-12 pm</td>
<td>Jumpstart Your Career Success Workshop</td>
<td>Parker Hall, Leigh Hall 408</td>
<td>In this workshop you will learn about the many different career offerings at YSM and come away with some practical tools that will get you started on the road to career success. Also offered 9/6 at 1 pm.</td>
</tr>
<tr>
<td>11 am-12 pm</td>
<td>Collection of Musical Instruments Tour</td>
<td>15 Hillhouse Ave.</td>
<td>Also offered 9/5 at 11 am and 1 pm and 9/6 at 1 pm.</td>
</tr>
<tr>
<td>11 am-12 pm</td>
<td>Music and a Culture of Sustainability</td>
<td>Hendrie Hall 116</td>
<td>Also offered 9/5 at 1 pm.</td>
</tr>
<tr>
<td>1-2 pm</td>
<td>Jumpstart Your Career Success Workshop</td>
<td>Parker Hall</td>
<td>Also offered 9/6 at 11 am.</td>
</tr>
<tr>
<td>1-2 pm</td>
<td>Music Library Orientation</td>
<td>Gilmore Music Library</td>
<td>Also offered 9/4 at 10:30 am and 9/5 at 11 am.</td>
</tr>
<tr>
<td>1-2 pm</td>
<td>Collection of Musical Instruments Tour</td>
<td>15 Hillhouse Ave.</td>
<td>Also offered 9/5 at 11 am and 1 pm and 9/6 at 11 am.</td>
</tr>
<tr>
<td>1-2 pm</td>
<td>Media Production at YSM</td>
<td>Hendrie Hall 314</td>
<td>Also offered 9/4 at 10:30 am and 9/5 at 1 pm.</td>
</tr>
<tr>
<td>2-3 pm</td>
<td>Bystander Intervention Training</td>
<td>Hendrie Hall 114</td>
<td>Also offered 9/6 at 10 am.</td>
</tr>
<tr>
<td>2-3 pm</td>
<td>Music in Schools Information Sessions</td>
<td>Leigh Hall 402</td>
<td>Also offered 9/6 at 10 am.</td>
</tr>
<tr>
<td>7-9 pm</td>
<td>Convocation ‡</td>
<td>Morse Recital Hall</td>
<td>Convocation for the 2018-2019 Academic Year.</td>
</tr>
</tbody>
</table>

### FRI, SEPTEMBER 7

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location/Address</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 am</td>
<td>Classes Begin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 am-12 pm</td>
<td>Philharmonia and Chamber Music Auditions</td>
<td>Orchestra Rehearsal Hall</td>
<td>Audition times are available at music.yale.edu/performancepolicies.</td>
</tr>
<tr>
<td>4 pm-5:30 pm</td>
<td>International Student Check-In</td>
<td>OISS, 421 Temple St.</td>
<td>All international students are required to attend one session. Also offered 8/31 at 2 pm.</td>
</tr>
</tbody>
</table>

‡ Attendance Mandatory  
Student Advisories are held throughout the week
Opening Week Picnic

Please join Yale School of Music students, faculty, and staff at the opening week picnic! *(See map on pg. 51 for directions.)*

**WEDNESDAY, SEPTEMBER 5, 2018, 5–7 PM**
**GREENBERG CONFERENCE CENTER, 391 PROSPECT ST.**

Convocation

**THURSDAY, SEPTEMBER 6, 2018, 7 PM**
**MORSE RECITAL HALL IN SPRAGUE MEMORIAL HALL, 470 COLLEGE ST.**

*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, or comparable semiformal attire. Do not forget that your invitation is also your ticket to the reception at the Beinecke Rare Book & Manuscript Library.

Building Hours

**Leigh Hall**
435 COLLEGE ST.
*ID access only*
M–F, 8:30 am–5 pm
Sat–Sun, 9 am–11:30 pm

**Hendrie Hall**
165 ELM ST.
*ID access only*
M–F, 8 am–11:30 pm
Sat–Sun, 9 am–11:30 pm

**320 Temple St.**
*ID access only*
M–F, 8 am–11:30 pm
Sat–Sun, 9 am–11:30 pm

**Sprague Memorial Hall**
470 COLLEGE ST.
*ID access*
M–F, 8 am–11:30 pm
Sat–Sun, 12–11:30 pm

**Box Office**
M–F, 11 am–2 pm and 5:30 pm through intermission on the evenings of ticketed events.

**98 Wall St. » Administration**
*Business Hours*
M–F, 8:30 am–4:30 pm

**100 Wall St. » Stage Entrance**
*ID access only*
M–F, 8:30 am–11:30 pm
Sat–Sun, 12–11:30 pm

**Collection of Musical Instruments**
15 HILLHOUSE AVE.
*Museum Hours*
Tu–F, 1–4 pm
Sun, 1–5 pm
Sat and Mon, Closed
*Office Hours*
M–F, 9 am–5 pm

**Spring Break Hours for all YSM Buildings**
M–F, March 11–15, 18–22,
8:30 am–4 pm
Sat–Sun, Closed

**Summer Hours**
SPRAGUE MEMORIAL HALL
*ID access only*
M–F, 9 am–4 pm
Sat–Sun, Closed

**HENDRIE HALL Closed**

**LEIGH HALL Closed**

**Fall Break Hours for all YSM Buildings**
M–W, Nov 19–21, 8:30 am–4 pm
Th–F, Nov 22–23, Closed

**Winter Recess Hours for all YSM Buildings**
Jan 2–4, 7–11, 8:30 am–4 pm
Dec 24–Jan 1 & Jan 5, 6, 12–13, Closed
Jan 21, Closed for MLK Jr. Day

*During Yale School of Music auditions, February 18–24, practice rooms are in use for auditions and have limited availability for current students. Thank you for your patience during this time.*
## Academic Calendar

[Academic Calendar](music.yale.edu/academic-calendar)

### FALL 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 27</td>
<td>Mon</td>
<td>Online Course Registration Opens, 8:30 am</td>
</tr>
<tr>
<td>Aug. 29</td>
<td>Wed</td>
<td>Yale College Classes Begin, 8:20 am</td>
</tr>
<tr>
<td>Sep. 4</td>
<td>Tue</td>
<td>New and Returning Student Orientation <em>(attendance mandatory)</em></td>
</tr>
<tr>
<td>Sep. 4–7</td>
<td>Tue–Fri</td>
<td>Placement Testing, Language Exams, Advisories, and Ensemble Auditions</td>
</tr>
<tr>
<td>Sep. 6</td>
<td>Thu</td>
<td>Annual Opening Convocation and Reception <em>(attendance mandatory)</em></td>
</tr>
<tr>
<td>Sep. 7</td>
<td>Fri</td>
<td>YSM Fall Classes Begin, 9 am</td>
</tr>
<tr>
<td>Sep. 7</td>
<td>Fri</td>
<td>Deadline for Unlimited Media Release and to Submit Press Photo</td>
</tr>
<tr>
<td>Sep. 14</td>
<td>Fri</td>
<td>Fall Term Course Schedules Due, 4 pm</td>
</tr>
<tr>
<td>Sep. 21</td>
<td>Fri</td>
<td>Add/Drop Deadline, 4 pm</td>
</tr>
<tr>
<td>Oct. 8</td>
<td>Fri</td>
<td>Deadline for Collaborative Piano Recital Request, Fall Term</td>
</tr>
<tr>
<td>Oct. 17</td>
<td>Wed</td>
<td>Yale College Recess Begins</td>
</tr>
<tr>
<td>Oct. 22</td>
<td>Mon</td>
<td>Yale College Classes Resume, 8:20 am</td>
</tr>
<tr>
<td>Oct. 29</td>
<td>Mon</td>
<td>Deadline for Booking Fall Term Recitals</td>
</tr>
<tr>
<td>Nov. 9</td>
<td>Fri</td>
<td>Last Day to Elect Pass/Fail Option, 4 pm</td>
</tr>
<tr>
<td>Nov. 17</td>
<td>Sat</td>
<td>November Recess Begins</td>
</tr>
<tr>
<td>Nov. 26</td>
<td>Mon</td>
<td>Classes Resume, 9 am</td>
</tr>
<tr>
<td>Dec. 1</td>
<td>Fri</td>
<td>Deadline for Fall 2019 Applications</td>
</tr>
<tr>
<td>Dec. 3</td>
<td>Mon</td>
<td>Online Course Registration Opens, 8:30 am</td>
</tr>
<tr>
<td>Dec. 7</td>
<td>Fri</td>
<td>Last Day to Withdraw from a Class, 4 pm</td>
</tr>
<tr>
<td>Dec. 7</td>
<td>Fri</td>
<td>Deadline for Collaborative Piano Recital Request, Spring Term</td>
</tr>
<tr>
<td>Dec. 14</td>
<td>Fri</td>
<td>Fall Term Classes End</td>
</tr>
<tr>
<td>Dec. 14</td>
<td>Fri</td>
<td>Deadline for Booking Spring Term Recitals</td>
</tr>
<tr>
<td>Dec. 17–21</td>
<td>Mon–Fri</td>
<td>Exam Week</td>
</tr>
<tr>
<td>Dec. 22</td>
<td>Sat</td>
<td>Winter Recess Begins</td>
</tr>
</tbody>
</table>

### SPRING 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 14</td>
<td>Mon</td>
<td>YSM &amp; Yale College Spring Classes Begin, 9 am</td>
</tr>
<tr>
<td>Jan. 18</td>
<td>Tue</td>
<td>Spring Term Course Schedules Due, 4 pm</td>
</tr>
<tr>
<td>Jan. 21</td>
<td>Fri</td>
<td>Martin Luther King Jr. Day; Offices Closed, No Classes</td>
</tr>
<tr>
<td>Jan. 25</td>
<td>Fri</td>
<td>Add/Drop Deadline, 4 pm</td>
</tr>
<tr>
<td>Feb. 18–24</td>
<td>Mon–Sun</td>
<td>YSM Entrance Auditions</td>
</tr>
<tr>
<td>Feb. 20–22</td>
<td>Wed–Fri</td>
<td>No YSM Classes</td>
</tr>
<tr>
<td>Feb. 22–23</td>
<td>Fri–Sat</td>
<td>D.M.A. Entrance Exams</td>
</tr>
<tr>
<td>Feb. 23</td>
<td>Sat</td>
<td>A.D. Final-Round Auditions</td>
</tr>
<tr>
<td>Mar. 9</td>
<td>Sat</td>
<td>Spring Recess Begins</td>
</tr>
<tr>
<td>Mar. 25</td>
<td>Mon</td>
<td>Classes Resume, 9 am</td>
</tr>
<tr>
<td>Apr. 5</td>
<td>Fri</td>
<td>Last Day to Elect Pass/Fail Option, 4 pm</td>
</tr>
<tr>
<td>Apr. 26</td>
<td>Fri</td>
<td>Last Day to Withdraw from a Class, 4 pm</td>
</tr>
<tr>
<td>May 3</td>
<td>Fri</td>
<td>Spring Term Classes End</td>
</tr>
<tr>
<td>May 5</td>
<td>Sun</td>
<td>Honors Dinner</td>
</tr>
<tr>
<td>May 6–10</td>
<td>Mon–Fri</td>
<td>Exam Week</td>
</tr>
<tr>
<td>May 19</td>
<td>Sun</td>
<td>Commencement Concert</td>
</tr>
<tr>
<td>May 20</td>
<td>Mon</td>
<td>University Commencement</td>
</tr>
</tbody>
</table>
GETTING STARTED

FIRST STEPS TO A SMOOTH START AT YALE

- Obtain Your Yale ID – pg. 8
- Set-up Yale Email Account – pg. 8
- Sign Media Release Form – pg. 9
- Submit Your Press Photo – pg. 9
- Get Registered – pg. 9
- Go to Exams and Auditions – pg. 16

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, 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 AND SETUP: its.yale.edu/webmail

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: goo.gl/UckdNQ
Sign Release Forms and Submit Press Photos

**DEADLINE:** September 7, 2018

**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.

Unlimited Media Release Agreements are due on September 7, 2018 and must be submitted to the Concert Office drop box at 98 Wall Street.

**UNLIMITED MEDIA RELEASE FORM:** [music.yale.edu/media-release-forms](http://music.yale.edu/media-release-forms)

**Press Photo Guidelines**
All students must submit a press photo, which the School will use to promote your performances. If we do not receive your press photo by the deadline above, we will use a stock image. We regret that we cannot use your press photo if we receive it after the deadline.

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 PHOTO SUBMISSION FORM:** [music.yale.edu/press-photo](http://music.yale.edu/press-photo)

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 Yale Course Search.

**STUDENT INFORMATION SYSTEMS:** [sfas.yale.edu/sis](http://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 14, 2018.** Late submissions incur a $50 fine per day until the form is submitted.

**YALE COURSE SEARCH:** [courses.yale.edu](http://courses.yale.edu)
How to Register Online

Fall 2018 registration period: August 27, 8:30 am to September 14, 4 pm. Classes begin Friday, September 7; Yale College classes begin Wednesday, August 29. Spring 2019 registration period: December 3, 8:30 am to January 18, 4 pm. YSM and Yale College classes begin January 14.

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

- 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.”
• 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.

• The course is completely removed from your schedule.

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

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

Once you complete your online course registration, you must print your schedule, obtain the necessary signatures, and submit it to the Office of Student Services by Fall – Friday, September 14 at 4 pm; Spring – Friday, January 18 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.
Student Employment

LEARN ABOUT ON-CAMPUS JOBS: music.yale.edu/employment

The University has strict guidelines for student employment and payroll. You cannot work more than 19.0 hours per week.

Hiring
Your supervisor will inform Elizabeth Wilford (elizabeth.wilford@yale.edu) in the Business Office that you should be hired. You may not begin working until you are formally hired through the Student Employment Office (no exceptions).

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 (Lower Level B05) to complete the following:

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

The hiring process at 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 to your job(s). This will enable you to log your hours at yalestudentjobs.org.

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–4:30 pm
- Tue       12–4:30 pm

Payment
Each week, you should submit your timesheet by 8 am on Monday for hours worked the previous week. Your supervisor will then review and approve your timesheet, and you will be paid through Student Employment.

In order to ensure timely and accurate payment, you must submit each week's timesheet before the beginning of the next week. This is both a Yale and a federal requirement. Failure to do so will not only delay your payment, but may result in termination of your employment. If you have any questions, please see Elizabeth Wilford or Patty Torello in the Business Office in Sprague Hall.

You may view your worker information and pay stubs at workday.yale.edu.

TIME SHEETS: yalestudentjobs.org

Gig and Community Lessons

YSM provides a courtesy system to connect students with opportunities for gigs and teaching lessons outside of YSM in the greater New Haven region. Registered students will receive automated email notifications of relevant requests.

ONLINE FORM: music.yale.edu/gig-list-registration

Volunteer and Community Service Opportunities

Students may register to receive notifications about volunteer and community service music opportunities in the New Haven area. These types of opportunities are usually unpaid (or low-pay) for service organizations such as hospice centers, youth centers, homeless shelters, or hospitals.

ONLINE FORM: music.yale.edu/volunteer-musician-registration
International Students

Immigration Check-In
Friday, August 31 at 2 pm
Friday, September 7 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: i94.cbp.dhs.gov)

In preparation for this meeting, please update your address on Yale SIS (pg. 9). New international students are required to attend one orientation session and complete immigration check-in with OISS to activate your visa status to start your study at Yale. Returning YSM students (starting a new Yale degree) must also complete the immigration check-in with OISS on a new student orientation date, but attendance at the orientation session is optional.

You should plan to attend the check-in session on August 31 if you intend to accept gigs in early September.

*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.
EXAMS AND AUDITIONS

Hearing Examination

Each entering student takes a written exam to determine their musicianship skill and placement in the most appropriate Hearing and Analysis course. The exam will be held on Tuesday, September 4, 2-4 pm.

Student placements in one of four Hearing and Analysis levels are announced before the end of opening week. Students complete the course during their first year of residency.

Students will hear dictations performed and analyze printed scores. The examination will determine the student's skill in identifying the following by ear and by sight:

- Intervals
- Chord quality (simple triads through chords with extensions)
- Tonal harmony (notated as Roman numerals, figured bass, or any European system)
- Tonal melodic lines (from one to four voices simultaneously)
- Rhythms
- Orchestration (including percussion instruments)
- Modulation
- Compositional texture (such as homophony, canonic, monophony, etc.)

History Examination

Incoming students take a music history placement examination in the opening week. The examination includes short-answer identification of musical styles and genres based on listening and score excerpts, as well as essay questions concerning each period in music history. The purpose of the exam is diagnostic. On the basis of the test results, candidates may be required to enroll in one or more of the music history surveys. The exam will take place on Wednesday, September 5, 9-11 am.


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. If the student is deficient in language preparation, work must begin during the first year and continue until the required proficiency is established by examination.

*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 300 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 at music.yale.edu/exams-auditions; 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 at markus.rathey@yale.edu.

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**LANGUAGE PROFICIENCY EXAM SCHEDULE**

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue</td>
<td>September 4, 2018</td>
<td>5–7 pm</td>
<td>For location, visit music.yale.edu/exams-auditions.</td>
</tr>
<tr>
<td>Wed</td>
<td>April 17, 2019</td>
<td>5:30–7:30 pm</td>
<td>Hendrie Hall 114</td>
</tr>
</tbody>
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**Keyboard Proficiency**

The keyboard proficiency requirements exist to inform students of those skills that will be expected in various professional capacities, and that 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**

**NOTE:** 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, $\frac{4}{4} = 60$.
3. Play major arpeggios, 1 hand at a time, 2 octaves, $\frac{4}{4} = 60$.
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.

**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:
   c. I IV vii iii vi ii V I
   d. I ii6 V7 I
   e. I V7 /vi vi V7 /IV IV V7 /ii ii V7 vi

**Choral Conducting**
*NOTE:* 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.

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### 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>2018</th>
<th>2019</th>
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</thead>
<tbody>
<tr>
<td>September 17</td>
<td>February 4</td>
</tr>
<tr>
<td>October 15</td>
<td>April 1*</td>
</tr>
<tr>
<td>December 3</td>
<td>April 8*</td>
</tr>
<tr>
<td></td>
<td>April 15*</td>
</tr>
</tbody>
</table>

*Graduating students only

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**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 *M.M.* degree after completing undergraduate studies.

**Doctor of Musical Arts**
D.M.A. candidates passed all the above requirements during the admission examinations.

### 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 the chamber music program. Audition dates and times can be found on pg. 4.

More info on Philharmonia and chamber music auditions can be found at: [music.yale.edu/performancepolicies](http://music.yale.edu/performancepolicies)
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 30 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 10 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.
Standards 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 and 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
Resources on Sexual Misconduct

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 Stefanie Parkyn (stefanie.parkyn@yale.edu or 203 432–4160), who serves as the Title IX coordinator for the School of Music.

Yale University Sexual Misconduct Resources
SHARE Center      203 432–2000 sharecenter.yale.edu
Yale Police Department    203 432–4400 publicsafety.yale.edu/police
University-Wide Committee  203 432–4449 uwc.yale.edu
Title IX Coordinators 203 432–4446 provost.yale.edu/title-ix

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

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

Privacy Policy


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.

**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, Faculty Artist Series concerts, student recitals, and events presented by the Institute of Sacred Music. Visit [music.yale.edu/concerts](http://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](http://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 11 am and 2 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](mailto:concerts@yale.edu) before 5:30 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 Theatre, 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.

**Communications Policies**

**Staff**
David Brensilver, *Communications Officer* 203 432–6245
Mackenzie A. Dilbeck, *Director of Communications* 203 436–4928
Katie Kelley, *Design Manager* 203 432–0893
Travis Wurges, *Video Producer* 203 432–7272

The Yale School of Music’s Communication Office exists to promote YSM’s reputation of excellence; to preserve and support the School’s history and tradition; and to identify opportunities to promote the broadening of YSM’s role as a leading professional music school.

The Office provides strategic marketing and communications efforts – creative services; traditional and new digital media; media
relations; advancement services; institutional marketing; brand management; and more – designed to support the School’s mission to train the world’s preeminent artists and cultivate an environment in which they are molded into cultural leaders.

News
In addition to School-wide news and information, YSM Communications publishes updates from faculty, students, and alumni. News may be published on the School of Music’s website (music.yale.edu/news) and/or in the alumni magazine Music at Yale, and may be shared on the School’s social media accounts.

News items may include awards, recordings, publications, appointments, and other professional accomplishments. We encourage the YSM community to share news about upcoming events in specific studios, such as master classes and guest artists, and news related to student, faculty, and alumni achievements. When sending news, please include as many details as possible. The more information we have, the better our promotion can be. Photos are encouraged.

Please send your news to musicnews@yale.edu or use our online form at music.yale.edu/submit-your-news

Media Relations
YSM Communications manages and facilitates all media relations requests. All information provided to media outlets and all requests for comment are filtered through Communications.

If any member of the YSM community receives a media inquiry, they must refer the reporter to Mackenzie Dilbeck (mackenzie.dilbeck@yale.edu). YSM Communications will coordinate any interviews and ensure appropriate access to YSM facilities. The only exception to this is if a faculty or student is contacted with regard to their personal work, with no affiliation to YSM.

Press Photo Guidelines
Please send any press photos to Katie Kelley at katie.kelley@yale.edu. We recommend the following:
• A high-quality head shot that reflects your professional persona
• Digital image file in .jpg format
• Minimum of 1200 x 800 pixels 300 dpi
• Color preferred; both horizontal and vertical orientation

Website and Social Media
YSM Communications manages the School’s primary website (music.yale.edu) and all official School social media platforms. All website inquiries should be directed to Katie Kelley (katie.kelley@yale.edu) and all social media inquiries should be sent to David Brensilver (david.brensilver@yale.edu).

Faculty and Student Social Media Use
Faculty and students are not official spokespeople for YSM, and as such must be mindful of sharing personal views on their own channels when it comes to content that is related to YSM. We kindly ask that the following guidelines be adhered to:
• Be clear that all views and opinions expressed are solely yours.
• Refrain from uploading images, videos, or other recordings of anyone without consent.
• Do not use the YSM logo or any other YSM branding identification on personal websites or social media channels. The use of YSM’s branding to promote or endorse products or services without prior written approval is prohibited.

Social media pages are permitted for YSM ensembles, departments, and organizations only if they comply with the School’s stated Social Media Policies (music.yale.edu/copyright). All YSM-affiliated accounts must be registered and approved by YSM Communications. This will allow the Yale School of Music to oversee YSM’s virtual presence and maintain the professional reputation of the School.

For more information, visit music.yale.edu/copyright.

Photography and Filming
YSM Communications must approve all requests to record, photograph, or film within the Yale School of Music’s facilities. All requests should be directed to Mackenzie Dilbeck at mackenzie.dilbeck@yale.edu.

Produced Video
For produced video requests, please contact Mackenzie Dilbeck at mackenzie.dilbeck@yale.edu.
Facilities and Operations

Keys and Access

**ID Access**
All YSM students are given ID access during open hours. Any problems with ID access should be reported to Operations Manager Tara Deming (tara.deming@yale.edu). Please include your name, NetID, and the building(s) in question.

**Keys**
Keys are required for access to performance spaces, including Sprague Hall and Sudler Hall.

**Key Pick-up:** Keys may be picked up at Tara Deming’s office (Sprague Hall, Room 121) the day of the event during business hours, Mon-Fri 8:30 am-4 pm. For weekend events, please pick up keys on the last business day before the event.

**Key Return:** Please return keys on the business day following the event (Mon-Fri 8:30 am-4 pm).

**Security**
All School of Music buildings are restricted by ID access. Please do not prop open doors or let anyone into the building who does not have ID access.

Food and Drink

Students are encouraged to consume food and drink in the Student Lounge located in the Adams Center Atrium. The kitchen is stocked with a refrigerator, microwave, Keurig coffee maker, mug storage, and K-cup recycling.

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.

Student Lockers

Students who would like to use a locker for the academic year may contact Tara Deming (tara.deming@yale.edu) 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 and are responsible for cleaning out their lockers at the end of the academic year.

Student Mailboxes

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

**Practice Rooms**
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 Chris Melillo at christopher.melillo@yale.edu.

**RESERVE A PRACTICE ROOM:** ysm-rooms.herokuapp.com
Username: your yale.edu email address | Password: ysm123

**Classrooms**
Classrooms are open for use on a first-come walk-in basis. Reservations always take priority over walk-ins. You may reserve a classroom by contacting Tara Deming (tara.deming@yale.edu). You must request a reservation for recording or rehearsal at least 3 days in advance.

**Band Room and Glee Club Room**
These rooms are reserved for band and choral activities and are typically not available for general YSM activities. Please contact their managers directly to request use of these rooms
Sean Maher, Manager, Yale Glee Club, sean.maher@yale.edu
Stephanie Hubbard, Manager, Yale Bands, stephanie.hubbard@yale.edu

**BUILDING SCHEDULES:** Visit music.yale.edu/concert-hall-schedule and clear all room filters.
Username and password: student

Reporting Issues with Buildings and Facilities

The School depends on the YSM community to care for its facilities, as well as reporting needs and concerns to the Operations Office. **Note:** Please do not directly contact Yale Office of Facilities. Instead, contact Tara Deming or Chris Melillo.

**Routine Requests**
Tara Deming (tara.deming@yale.edu) or Chris Melillo (christopher.melillo@yale.edu)

**Emergencies**
Alert the security guard at the entrance to Hendrie Hall and immediately call Chris Melillo at 203 605–5293

**Photocopers**
Tara Deming (tara.deming@yale.edu) or report directly to the number provided on the machines

**Network and Internet**
ITS Help Desk 203 432-9000

Piano Services

There are more than 125 pianos at the Yale School of Music. Of these, 120 are Steinways, most of which were bought new within the past 10 years.

Please use the online form at the link below to submit requests for piano services.

**PIANO SERVICES REQUESTS:** music.yale.edu/students/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 Hall and Sudler Hall may be made by contacting Tara Deming, Operations Manager, at 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 will be performing or recording on as soon as you know. 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.
- If you are recording in a classroom and would like the piano tuned, a request for tuning must be submitted at least 1 week in advance.

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, water bottles, etc. You could scratch the finish or spill water into the piano. Please put these items 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 and to 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.
- If you are requesting piano services for an outside organization or a residential college, you are required to notify piano curators 2 weeks in advance. Requests for piano services for an outside organization in April will be treated as private engagements and will be paid for by the student or organization.
- If you are using a prepared piano, please consult and follow the guidelines in the Piano Preparation Guide at music.yale.edu/student/piano-services
Media Production

Staff
Matt LeFevre, Manager, matthew.lefevre@yale.edu
Jack Vees, CSMT Director, jack.vees@yale.edu
General Inquiries, mediaproduction@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.

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. 32 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 live streamed 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 verbally or via email.

Media Release
School of Music students must sign an unlimited media release (pg. 9) 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. Visit music.yale.edu/media-release-forms 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. Audio and video of each piece performed is delivered as an individual high-definition file. Additional editing requests can be expressed via email.

Produced Video
For produced video requests, please contact Mackenzie Dilbeck, Director of Communications, at mackenzie.dilbeck@yale.edu.
Technology and Printing

**ITS HELP DESK**: yale.service-now.com, 203 432–9000

ITS Guides for Incoming Students: studenttechnology.yale.edu/guide/incoming-students
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: goo.gl/jCGLuA
To connect to the Yale Network from off campus: access.yale.edu

**Student Printing**

BluePrint Student Printing Information and Quick Start Guides: ypps.yale.edu/blueprint-programs

Students may print in black-and-white and color using the University-wide BluePrint system. A BluePrint-enabled copy machine is located in Hendrie Hall, Room 211. Students will automatically receive $1.80 (equivalent of 15 double-sided black-and-white pages) in their BluePrint accounts each academic year. Students may add further funds to their accounts for their printing and copying needs.

**UNIVERSITY RESOURCES**

**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 – studenttechnology.yale.edu

**Center for Collaborative Arts and Media**
The Center for Collaborative Arts and Media (CCAM) is an interdisciplinary arts center that has motion and video studios, creative suites with production resources, a multimedia computer lab, and equipment loans available. The CCAM is located at 149 York Street – ccam.yale.edu

**Bass Library Media Lab**
Bass Media Lab, located directly beneath the Bass Library circulation desk, is equipped with six iMacs with specialized software including Adobe Creative Suite, Final Cut Pro, and iLife – web.library.yale.edu/bass

**Sustainability**
The School of Music is committed to a healthy, sustainable future for our campus, our communities, and our planet. All students, faculty, and staff are invited to join the YSM Sustainability Team. The team implements new strategies, hosts events, and connects the YSM community to campus initiatives.

**Sustainability at Yale University**: sustainability.yale.edu
**Join the YSM Sustainability Team**: email Rachel Glodo, at rachel.glodo@yale.edu

We encourage all members of our community to use these guidelines to participate in YSM’s sustainability plan.

- **Use Reusable Water Bottles.** Students will receive reusable water bottles at Orientation. Water bottle refilling stations can be found on each floor of Hendrie Hall.
- **Avoid Printing When Possible.** Students are encouraged to avoid printing unnecessary hard copies and to share documents electronically.
- **Use Single-Stream Recycling Bins.** All recyclables can go into the single-stream bins for collection, including paper, cans, glass bottles, plastic containers, and cardboard.
- **Recycle Writing Instruments in the marked receptacles in the Hendrie copy rooms.**
- **Recycle Batteries.** Used batteries should not be disposed of in normal trash. Instead, leave used batteries in the marked bins in the Hendrie copy rooms.
- **Electronics Disposal.** Old electronics are considered “universal waste” and should never be disposed of in normal trash. Instead, students can leave old electronics in the Electronic Disposal bin in the student copy room (Hendrie 211).
Collaborative Piano

Collaborative Piano Fellowship
For the 2018–2019 academic year, 3 Collaborative Piano Fellows will be in residence at the Yale School of Music. Collaborative Piano Fellows are made available to YSM instrumentalists 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: 7 days 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 8, 2018
- Spring semester degree, non-degree, or informal recital: December 7, 2018
- Woolsey Hall Concerto Competition: 3 weeks in advance of department preliminary

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. Pianists must play all pieces that require piano accompaniment on a recital to fulfill this requirement.
- Pianists who are accompanying a recital for departmental major credit will play all rehearsals (including dress rehearsal), lessons, master classes, and studio lessons without pay. In extenuating circumstances that require more than 15 hours of rehearsal, hours worked above 15 hours can be paid with approval from the Deputy Dean.
- 15 hours of general accompaniment cannot be substituted for accompanying a recital.
- To fulfill this requirement, you must notify Heekyung Lee in advance and provide a program after the recital is complete to receive credit.

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. After pianists have completed at least one recital credit at YSM, they may only receive work-study compensation for accompaniment that has been assigned by the collaborative piano coordinator. When additional pianists are needed, the collaborative piano coordinator will contact students who would like to take on paid accompanying. Information on tracking hours and obtaining payment is available from the collaborative piano coordinator. There is a maximum of 10 work study hours available per recital; in extenuating circumstances, additional hours may be approved by the Deputy Dean.

More information is available online at music.yale.edu/students/request-collaborative-pianist.
Campus Life

GRADUATE STUDENT SERVICES

- **The Center for Teaching and Learning** offers writing tutors along with other academic services – [ctl.yale.edu/graduate-professional-students](http://ctl.yale.edu/graduate-professional-students)
- **The Resource Office on Disability** works to facilitate individual accommodations for all students with disabilities throughout the entire University – [rod.yale.edu](http://rod.yale.edu)
- **The Yale Library** consists of 15 libraries including the Sterling Memorial Library, Gilmore Music Library, and the Beinecke Rare Book & Manuscript Library – [web.library.yale.edu](http://web.library.yale.edu)
- **On-Campus Dining**: Yale Hospitality offers several graduate student and off-campus meal plan options for dining at on-campus locations – [hospitality.yale.edu/graduate-meal-plan-options](http://hospitality.yale.edu/graduate-meal-plan-options)

STUDENT LIFE

- **Graduate and Professional Student Life**: Find information on university-wide resources on cultural centers, community service, dining, housing, student activities, and more – [studentlife.yale.edu](http://studentlife.yale.edu)
- **Student Government**: School of Music students are represented in the Graduate and Professional Student Senate – [gpsenate.yale.edu](http://gpsenate.yale.edu)
- **Student Activities**: Use OrgSync to find student organizations – [orgsync.com/login/yale-university](http://orgsync.com/login/yale-university)
- **City of New Haven**: From restaurants and farmers markets to museums and festivals, New Haven has plenty to do, see, and eat – [infonewhaven.com](http://infonewhaven.com)
- **Arts and Culture**: Find all the latest arts events in New Haven using the Yale Arts Calendar – [artscalendar.yale.edu](http://artscalendar.yale.edu)
- **Events at YSM**: Yale School of Music presents 11 concert series, dozens of student recitals, and many master classes and lectures every year – [music.yale.edu/concerts](http://music.yale.edu/concerts)

TRANSPORTATION

- **Transportation Options**: Information on parking and other transportation options can be found at [to.yale.edu](http://to.yale.edu).
- **Yale Shuttle**: 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.
- **Shuttle Tracking**: Download the “Transloc” app to track the shuttle’s location.
- **Night Shuttle**: After 6 pm, night shuttles run scheduled routes and will provide off-route drop-offs.
- **Nighttime Safe Rides**: Between 6 pm and 1 am, members of the Yale community can call 203 432–6330 to schedule door-to-door shuttle service.

WELLNESS

- **Yale Well**: Provides resources for the holistic emotional, social, spiritual and physical wellness of Yale students – [yalewell.yale.edu](http://yalewell.yale.edu)
- **Yale Health**: All students are automatically enrolled in Yale Health Basic Coverage for free. Students can decide to waive or enroll in Yale Health Hospitalization/Specialty Coverage – [yalehealth.yale.edu](http://yalehealth.yale.edu)
- **Payne-Whitney Gym**: The gym is free for all full-time students. Gym hours during academic year are M–F, 6 am–11 pm and Sat–Sun, 9:30 am–8 pm – [sportsandrecreation.yale.edu](http://sportsandrecreation.yale.edu)
- **Graduate and Professional School Intramural Sports** – [gradprointramurals.yale.edu](http://gradprointramurals.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 – [yalewell.yale.edu/mental-health](http://yalewell.yale.edu/mental-health)
- **The Chaplain’s Office** offers confidential counseling on issues large or small and can often see students within one week. Counseling is not religious in nature unless requested by the student – [chaplain.yale.edu](http://chaplain.yale.edu)

SAFETY AND SECURITY

- **Yale Police Department Safety Tips** – [your.yale.edu/community/public-safety/safety-tips](http://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.
- **Blue Phones** are equipped with red emergency buttons for direct connection to the University Police for police, fire, or medical emergencies and many of the phones have a keypad for dialing any campus number.
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. 33 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.
# Checklist

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

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DEGREE</th>
<th>REQUIRED</th>
<th>INFORMAL</th>
<th>PG. #</th>
</tr>
</thead>
</table>
| Submit Unlimited Media Release and Press Photo  
DUE: 9/7/2018 | | | | 9 |
| Request Recital Dates  
BEGIN: 9/17/2018  
DUE: Fall recitals by 10/29/2018  
DUE: Spring recitals by 12/14/2018 | | | | 34 |
| Request a Collaborative Pianist  
DUE: Fall recitals by 10/8/2018  
DUE: Spring recitals by 12/7/2018 | | | | 35 |
| Submit Signed Recital Contract  
DUE: 14 days after requesting initial reservation | | n/a | | 35 |
| Request Rehearsal Time  
ASAP after contract is complete | | | | 36 |
| Request Music Rental (if applicable)  
ASAP after contract is complete | | n/a | | 36 |
| Submit Program Information  
DUE: 10 business days prior to recital  
*Fines begin 9 business days prior to recital* | | n/a | n/a | 36 |
| Submit Large Ensemble Authorization (if applicable)  
DUE: 20 business days prior to recital | | n/a | | 37 |
| Submit Additional Equipment Requests (if applicable)  
DUE: 20 business days prior to recital | | n/a | | 37 |
| Alert the Operations Office to Unusual Needs (if applicable)  
DUE: 20 business days prior to recital | | n/a | | 37 |
| Submit Media Releases for Guest Performers (if applicable)  
DUE: 5 business days prior to recital | | n/a | n/a | 37 |
| Request Cancellation of Live Stream (if applicable)  
DUE: 3 business days prior to recital | | n/a | n/a | 37 |
| Book a Reception (optional) | | | | 38 |
| Complete an Exceptional Recital! | | | | 38 |
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 14, 2018 in the Fall Term and May 3, 2019 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 17, 2018.

DEADLINE: All Fall 2018 degree and required recitals must be booked by Monday, October 29, 2018.
DEADLINE: All Spring 2019 degree and required recitals must be booked by Friday, December 14, 2018.

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/concert-hall-schedule). 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/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 20, 2019 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, 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.

CANCELLATION FORM: music.yale.edu/recital-cancellation-form

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/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 Chapel or Battell Chapel), 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 do not 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. Rehearsal time is not guaranteed and is booked on a first come, first served basis.

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/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 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 on 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 8.5” x 11” print-ready PDF at least 3 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

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.

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/large-ensemble-authorization).

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 Request Cancellation of Live Stream (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. 28.

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**: Receptions 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.*
Yale Philharmonia and New Music New Haven

Policies and 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
Email: jeffrey.mistri@yale.edu
Office: Hendrie Hall, Room 217

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

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

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 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 and 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 or required 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.

Taking Care of Parts
• All markings must be in pencil only; do not use pen or colored pencil.
• Do not cut or tear your music. If you need help with page turns, please ask a Philharmonia Librarian.
• Do not bend or fold your music.
• If you change part or stand assignment, return your old part to the library and sign out your new part.
• If you are absent from a rehearsal, you are responsible for ensuring that the library, your stand partner, or your substitute has your part.
• Always bring your part to rehearsal. The Library may not have an extra copy of your part. Do not assume the Library can quickly generate an additional part for you.

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 on the 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.
  -OR- black skirt (ankle length) with dressy black blouse (full- or elbow-length sleeves).
  -OR- dressy trousers with dressy black blouse (full- or elbow-length sleeves).
• Black hosiery or black stockings. Flesh-colored stockings are not acceptable.
• Unornamented black dress shoes with closed toes (no sandals).
• 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- 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
Hannah Lash, Artistic Director
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hannah.lash@yale.edu

Jeff Mistri, Manager
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jeffrey.mistri@yale.edu

Samuel Bobinski, Assistant Manager
Tel: 203 436–0504
yalephilharmonia@gmail.com

Guidelines for Preparation of Parts

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), bassett 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/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 the NMNH series.
• 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 6):

• 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.

Instrumentation and Deadlines

Students at the School of Music will perform the works on NMNH concerts. 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 concerts 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/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

**Mailing Address**

PO Box 208246 New Haven, CT 06520-8246

<table>
<thead>
<tr>
<th>Office</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
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<tbody>
<tr>
<td><strong>Office of the Dean</strong></td>
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<tr>
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<td>Dean</td>
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<td>Leigh 1st Fl</td>
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<tr>
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<tr>
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<td><strong>Office of the Associate Dean</strong></td>
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<tr>
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<tr>
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To look up Yale contact info, search: directory.yale.edu
Yale School of Music
Campus Map

YALE SCHOOL OF MUSIC
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 Sudler Hall
100 Wall Street

POINTS OF MUSICAL INTEREST
5 Woolsey Hall
500 College Street

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

14 Greenberg Conference Center
391 Prospect Street