Holyoke Community College
Division of Social Sciences, Arts and Humanities

Music Department



Music Student Handbook
Updated 2026



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Welcome

Welcome to the Holyoke Community College Music Department! Whether you are enrolled in the degree program, the certificate program, or taking some courses for interest and enrichment, you should know that we are delighted to have you here. We will do our best to make your experience a rewarding one.

This handbook is to be used in conjunction with the HCC Student Handbook and addresses issues associated specifically with music courses and programs. The more general Student Handbook covers campus-wide topics, such as tuition, parking, etc.

HCC has been an institutional member of the National Association of Schools of Music since 1999.

National Association of Schools of Music
11250 Roger Bacon Drive,
Suite 21
Reston, Virginia 20190
(703)437-0700

To learn more about NASM, please visit their website at https://nasm.arts-accredit.org

About the Department

Holyoke Community College offers three options of music study. The Associate of Arts (AA) in Music Degree (H025) is what we consider our transfer degree. You are not required to transfer upon completing it, but the coursework is equivalent to the first two years in a standard music program. Upon completing it, you would be eligible to transfer to a four-year college or university and enter as a junior. At that point, you would specialize further, and choose a more specific music degree: music education, music performance (classical or jazz), music business, musical theater, music composition and arranging, music theory, music therapy, music technology, etc. Of course, almost anywhere you transfer, you would be required to perform an audition to gain admission to the Music Program.

The second option of music study is the Music Performance Certificate (H027). The purpose of this certificate is to acknowledge college-level work for students who are not completing the AA degree program in Music. It may be used by students who are planning to minor in music at their transfer institution, by students who are planning to pursue a Bachelor of Arts degree in music (rather than a Bachelor of Music) at a transfer institution, or by those students who would like to augment any degree program at the college with serious study in Music. Students may also earn the certificate in order to prepare for an audition at another institution or simply to improve performance skills for personal enrichment. The certificate requires approximately half of the music coursework of the AA degree and does not include the General Education Requirements in English, Mathematics, Social Sciences and Lab Sciences that are part of all transfer degrees.

The third option is the new Music Recording and Production Certificate (H037). This purpose of this certificate is to provide training for students who wish to work in the field of music technology or to learn aspects of music technology to enhance their own work as a performing musician, educator, or music therapist. The certificate may be used by those students who would like to augment any degree program at the college with serious study in music technology, or simply to improve these skills for personal enrichment.

Mission Statement of the Music Department:
The Holyoke Community College Music Program provides students with a comprehensive foundation in music. Upon completion of the program, students will be prepared for further study in music education, music performance (classical or jazz), music business, music theater, music composition and arranging, music therapy, sound recording, and computer music applications. Students receive a rich perspective of music through exposure to many artistic and culturally diverse styles of music. The department offers free public concerts, hosts guest performers and speakers, and sponsors an Annual Jazz Festival, all of which develop a strong bond with the surrounding community.

Our department mission fits well into the mission, vision, and values of Holyoke Community College:

MISSION

Educate. Inspire. Connect.

VISION

Holyoke Community College aspires to be a college of academic excellence known for helping students overcome barriers to success.

VALUES

- Innovation
- Collaboration
- Kindness
- Inclusion
- Trust

Kindness, inclusion, and trust are the foundations of the work that we do together. Innovation and collaboration enable us to explore and implement the ideas that will shape our future.

The goals and objectives of the department are aimed at realizing the mission of both the department and the college.

GOAL 1: Prepare students in the transfer program (A.A. degree) to successfully transfer and complete music degrees at four-year institutions

OBJECTIVES:

Students completing the A.A. degree program in music will:

- attain performance proficiency at a college level on an instrument or in voice.
- demonstrate knowledge of traditional harmony and ability to analyze musical examples from the Baroque Period through the 20th Century.
- identify and notate scales, intervals, chords, chord progressions and rhythmic patterns when given in dictation.
- conduct and sightsing a given melody with satisfactory skill.
- demonstrate satisfactory skill on the keyboard at the level produced by four semesters of Class Piano.

- demonstrate satisfactory vocal skill at the level produced by four semesters in College Chorale.
- demonstrate appropriate knowledge of the history and selected literature relating to Western musical traditions.
- demonstrate familiarity with the history and selected literature relating to musical traditions of the world, including non-Western traditions.
- experience performing in front of an audience, both as a solo performer and as part of an ensemble.
- contribute to the cultural life of the community.
- attend selected concerts and musical functions to enhance appreciation of diverse musical forms and styles, and sharpen their listening skills.
- demonstrate basic computer literacy as it pertains to their studies in music.
- meet the stated general requirements of Holyoke Community College in English, Lab Science and Social Science, as well as the college's minimum competency in mathematics and the minimum G.P.A. required for graduation.

Those students indicating specific interest in jazz studies will:

- demonstrate an understanding of jazz history and structure.
- develop an ability to improvise in the jazz tradition at a college level.

Those students indicating specific interest in ultimately pursuing K-12 music education will:

- demonstrate minimum performance competency on those instruments included in the Instrumental Methods courses.

GOAL 2: Provide college-level work in music for those students preparing for an audition at another institution, planning to minor in music when they transfer, or augment another degree program at the college with serious study in music (music Performance Certificate)

OBJECTIVES:

Students completing the Music Performance Certificate will:

- attain performance proficiency at a first-year college level on an instrument or in voice.
- demonstrate knowledge of basic theory and traditional harmony equivalent to the first year of music major theory study.
- identify and notate scales, intervals, chords, and rhythmic patterns when given in dictation.
- conduct and sightsing a given melody with satisfactory skill.
- demonstrate satisfactory skill on the keyboard at the level produced by two semesters of Class Piano.
- demonstrate satisfactory vocal skill at the level produced by two semesters in College Chorale.
- experience performing in front of an audience, both as a solo performer and as part of an ensemble.
- contribute to the cultural life of the community.
- attend selected concerts and musical functions to enhance appreciation of diverse musical forms and styles, and sharpen their listening skills.
- demonstrate basic computer literacy as it pertains to their studies in music.

GOAL 3: Provide developmental music instruction for those students not yet ready for entrance to the transfer program

OBJECTIVES

Those students aspiring to enter the transfer program will:

- acquire music reading and writing skills sufficient to begin the music transfer program.
- acquire performance skill on an instrument or in voice sufficient to begin the transfer program.

GOAL 4: Provide general education courses in music for the benefit of the college and the community

OBJECTIVES

The Music Department will:

- offer a varied and interesting selection of music courses which carry a "C" (Humanities) designation and have no prerequisites; these courses would be available to anyone in the college to fulfill a 3-credit Humanities elective.
- offer a selection of 1, 2, and 3-credit courses with no prerequisites that would provide elective credit to the general college population.
- encourage participation in applied music and performing ensembles by non music majors.
- encourage community members to enroll in performing ensembles and music courses.

GOAL 5: Develop strong bonds between the college and the surrounding community

OBJECTIVES:

The Music Department will:

- publish a schedule of events and distribute it to the campus and surrounding communities
- offer free admission to most on-campus concerts
- continue sponsoring a yearly jazz festival, which brings a headliner and performers/clinicians to campus, as well as an opportunity for high school ensembles to perform and be adjudicated.
- continue the established 43-year partnership with the Holyoke Civic Symphony, whereby the Symphony rehearses and performs at Holyoke Community College, and HCC students may earn 1 ensemble credit per semester if they are performing members of the orchestra.
- continue to offer weekly rehearsal space for the Springfield Symphony Orchestra's Youth Symphony program.

Faculty, Staff, and Administration Directory

Dean of the Division of Social Sciences, Arts and Humanities: Adina Giannelli, office MRB221, (413) 552-2279, agiannelli@hcc.edu

Associate Dean of the Division of Social Sciences, Arts and Humanities: Margaret Downing, office DON370, (413) 552-2557, mdowning@hcc.edu

Chair of the Music Department: Dr. Elissa Brill Pashkin, office FPA120, (413) 552-2291, ebrill@hcc.edu

All faculty offices are in the Fine and Performing Arts (FPA) Building. Some signs say "C" Building.

Faculty (* denotes full-time)	Specialization	Office, Ext.
Anne Binczewski	piano, accompanist	FPA128, 2482
Mathonwy Bostock	music history, theory, upright bass	FPA128, 2482
Sarah Clay	jazz voice	
*Ellen Cogen	jazz voice, chorale, musical theater, theory	FPA124, 2530
Geoffrey Cunningham	theory, brass-wind ensemble, rock and pop	FPA128, 2482
*Robert Ferrier	jazz guitar, improv, aural skills, jazz history	FPA126, 2480
Alexander Kollias	clarinet	FPA128, 2482
Naomi Lesley	violin	FPA128, 2527
Theodore Levine	saxophone	FPA122, 2482
John Mason	classical guitar, music production and recording	FPA128, 2482
*Elissa Brill Pashkin	Dept. Chair, theory/comp, coord. of applied music	FPA120, 2291
Elaine Saloio	flute	FPA122, 2482
David Sporny	low brass	FPA122, 2482
Allan Taylor	pipe organ	FPA128, 2482
Julia Urbank	classical voice	FPA128, 2482
Adrienne Wade	cello	FPA128, 2482
Elliot Wallace	percussion, percussion ensemble	FPA122, 2482
Rudi Weeks	bass	FPA122, 2482
Ralph Whittle	jazz piano	FPA122, 2482

Additional professional information about the Music Faculty can be found on the Music page of the HCC website at https://www.hcc.edu/courses-and-programs/areas-of-study/arts-and-humanities/music

Administrative Assistant: Mary Starzyk (Fine and Performing Arts), office FPA210, (413) 552-2485, mstarzyk@hcc.edu
Technical Director of the Leslie Phillips Theater: Callum Doerner, office FPA 222, (413) 552-2483, cdoerner@hcc.edu

Entering the Music Program

While Holyoke Community College has an Open Admission policy, it is necessary to audition and interview all potential music majors to ensure proper placement and adequate preparation. Students may need to complete some courses not listed in the program requirements as pre-requisites to those listed requirements. A student may be coded in the HCC computer system as a music major while enrolled in these preliminary courses.

As a new student, it is necessary to make an appointment for an audition/interview. If entering in the fall semester, this appointment would typically take place sometime between May and August. Auditions are individual, with a member of the music faculty. You will be asked to perform something on your instrument (short—five minutes or less). (The use of the term "instrument" here includes the voice.) There are no specific repertoire requirements for the audition piece, but it should be representative of the style of music you perform, and at your current level. (i.e., if you intend to be a jazz major,

come prepared to perform jazz.) If you play more than one instrument, you should still pick one as your major area. We generally advise students to choose the one in which they have the most performance experience. Please bring an extra copy of your music. While we encourage composition among our students, we discourage choosing an original piece for your audition. Please try to choose something that is considered standard repertoire. After you perform your prepared piece, you will be asked to do some sightreading.

If you do not currently read music, you do not have to perform an audition when first entering. You should still make an appointment, however, for the purpose of course scheduling.

You will also be asked some basic theory questions, involving scales and key signatures, intervals, rhythms, triads, etc. These questions are for placement in theory classes. Some students enter HCC already knowing some basic music theory. They might have obtained this knowledge through a high school theory course, private lessons, or elsewhere. If students are adequately prepared, they may register for the first semester of some core major courses: Theory 1, Aural Skills 1, Jazz Improvisation 1 (if desired), Applied Music for Majors 1. If students need additional preparation, they may enroll in Music Fundamentals and/or Applied Music for Non-majors in order to qualify for those core courses later. Students may register for the following core courses right away, even if enrolled in the preparatory courses: Class Piano 1, College Chorale 1.

The interview part of the meeting is primarily geared toward choosing classes, but the time may certainly be used to ask questions you may have about HCC or the Music Department. After you have chosen your classes, you will be directed to the Student Advising Office to register (and to take placement exams if you have not already done so).

To schedule an audition/interview, contact Mary Starzyk in the Fine and Performing Arts Office at (413)552-2485 or mstarzyk@hcc.edu. Please leave a message if you reach voicemail.

Applied Lessons

Students at HCC may enroll in Applied Music, which includes private lessons and a weekly class meeting called the Music Colloquium, which involves everyone taking lessons on all instruments. It is through the lesson that students improve performance technique; it is through the class that they get exposure to many different types of music—not just their particular specialty. In addition, all students in Applied Music are required to attend a few on-campus concerts each semester.

Students may take a four-semester sequence of Applied Music for Majors or Non-majors. Instruction is available on most instruments and in voice. For guitar, piano, voice, winds and brass, students may elect either classical or jazz focus. The lessons for majors require an audition (described above under "Entering the Music Program") and have specific requirements outlined below. The lessons for non-majors (often used by majors as an extra lesson on an additional instrument, or as preparation to enter the major) have less standardized, individual requirements that vary with the instrument and the level.

Music 171, 172, 273, 274—Applied Music for Majors:

Applied music performance is central to the Music Major Degree. Students are expected to approach music performance with a professional attitude of determination, preparation, precision, consistency, and hard work. Anything less than the best effort is simply not acceptable. With this in mind, the main course goal is to attain, in four semesters, through four levels, the highest musical and technical skill possible on a chosen instrument/voice.

Initially, students should select their stylistic field of study--classical or jazz. The switching of a major or stylistic field requires an audition/evaluation, and must have the approval of the Class Coordinator and the Applied Instructor with whom the student wishes to study. Electing a new major will typically require the student to retake a course number (or numbers). All four semesters of the 171, 172, 273, 274 course sequence should be completed on the same instrument, in the same style.

Each student must perform at least once each semester in a departmental recital, held during the Music Colloquium. The material performed at this recital must be music that the student has worked on during the semester with his/her private instructor, and expects to perform at the jury exam (see below). All music performed in recital and at the Jury Exam must have the approval of the Applied Instructor. It is not possible to pass the course without both performing in the Music Colloquium and taking a jury exam.

Colloquium Performance Procedures:
As stated above, each student enrolled in Mus 171, 172, 273, and 274 will be required to perform at least once in a student recital held during the colloquium. The schedule of performances will be posted at least 2 weeks prior to the first student recital. The piece that is to be performed should be 4 minutes or less, and be something that the student is working on with the applied instructor. Since these in-class performances are meant as practice for juries, the piece chosen should be something the student intends to perform in the jury exam. All students must provide the following program information (in the exact format shown):

name of piece.....composer, date of composition
movement titles (if any)--often a tempo marking
main performer's name, instrument
additional performers (including accompanist), instruments

Be sure to hand in (on the paper form provided, or by email) all necessary program information by 12:00 noon, the Monday before the performance (AT THE LATEST). If you send information by email, only assume it has been received if you get a reply email.

Failure to provide program information on time, or to perform when scheduled in the colloquium (unless due to serious illness or emergency), will result in a deduction of 5 percentage points from the final grade.

Jury Exam Regulations:

A Jury Panel of faculty members will critique each student at the conclusion of the semester. Each student must present four copies of the music to be performed at the time of his/her jury. The student performance time for prepared selections should be ten

minutes. In addition to the prepared jury, sight-reading materials at the appropriate level (supplied by the Applied Instructor) will also be included. An Applied Instructor Evaluation sheet and the Jury Critiques will be returned to the student. A minimum of 10 lessons must be completed before a student may take a Jury Exam.

MUS 274 Final Assessment:
At a student's fourth semester jury exam (Mus 274), in addition to performing scales, prepared pieces, and sight-reading, the student will give a brief oral report on one of his/her prepared works. This report will provide some theoretical insight into the work, briefly describing its form, harmonic structure, melodic style, texture, and/or other appropriate and interesting material. It will also contain information about the composer, and a discussion of how the piece fits into the history and chronology of music literature, including the historical period and area of origin.

Honors Recitals

Following the Jury Exams, the music faculty designate those students as "Honor's Worthy" who:

1) perform with an exceptionally high level of skill and musicianship in prepared selections,
2) receive a minimum of a "B" grade average in sight reading, and
3) demonstrate professionalism in stage presence.

These students are invited to participate in a Student Honors Recital at the conclusion of the following semester, providing they meet certain other Music Department Requirements. They must:

1) be enrolled in Applied Music for the semester in which they will present the recital, and
2) have maintained a cumulative grade point average of 3.5 or higher, including the semester's grades in which they are chosen.

Students meeting these requirements, and accepting this invitation, prepare (with guidance and approval of their Applied Instructor) a twenty minute (minimum length) recital. They also research and write program notes for the selections chosen. After the completion of the Honors Recital, a self-evaluation must be submitted to the Class Coordinator. The Recital Program, Program Notes, Applied Instructor Evaluation, and Self Evaluation will be forwarded to the Faculty Honors Committee for approval. Students successfully completing all the above requirements will register for the 1-credit Honors 201 course. The grade for HON 201 will typically be the same as for the applied music course. Please note that this extra hour of tuition credit is charged by the Business Office. Students preparing an Honors Recital are exempt from taking jury exams during the semester in which they are recitalists.

Concerts and Events

The current semester's schedule of concerts and events can be found on the HCC website, posted around the Music Department, handed out in the Music Colloquium, and posted on the Colloquium Canvas page.

Special Events

In addition to the student ensemble concerts, student recitals, and (if awarded) honors recitals that happen each semester, we also present a Jazz Faculty Showcase concert every fall semester and a Classical Faculty Showcase concert every spring semester. These concerts provide a great opportunity to hear your professors perform. There are

also several guest speakers, faculty lecture/recitals, workshops, etc. each year that provide exposure to a wide range of music-related topics and styles of music.

The most well-known event in the HCC Music Department is the yearly Jazz Festival, which takes place on a Friday and Saturday each spring (either March or April) and involves a guest headliner, local jazz musicians, performances and workshops, and participation from HCC and area high school and college musicians. It is a great event that is not to be missed! If you have questions about the HCC Jazz Festival, please direct them to Professor Robert Ferrier, who coordinates it. He can be reached at (413)552-2480 or rferrier@hcc.edu.

Ensembles

Holyoke Community College offers many opportunities for student performance. All of our performing ensembles are 1-credit classes. Students must be registered for the class to participate in the ensemble. Some are large ensembles (College Chorale, Orchestra) and some are smaller chamber groups. They are open to music majors and non-majors (and community members, if they register).

Auditions are required. With the exception of Orchestra, students should register *first*; auditions take place the first week of school, during the drop/add period. For Orchestra, permission of the instructor--based on an audition--is required before registering for the class. If a student is interested in orchestra, it is best to discuss it before the semester begins, at the audition/interview. If that meeting has already occurred, anyone interested should contact Dr. Brill at ebrill@hcc.edu. The orchestra involved is the Holyoke Civic Symphony, a community orchestra that rehearses and performs at the college, and is directed by David Kidwell. HCC students, as well as CCGS students from other colleges, can register for the course and receive credit.

The course numbering system for the ensembles can be quite confusing. Some ensembles have individual course numbers, which follow sequentially through four semesters:

Chorale	Mus 161, 162, 263, 264
Jazz Ensemble	Mus 141, 142, 243, 244
Orchestra	Mus 111, 112, 213, 214

In each case, the first course number listed should be used the first semester the course is taken, moving up to the next number for the following semester. If a student is here for more than four semesters, course numbers will have to be repeated.

The smaller ensembles do not have individual course numbers but appear on the course schedule as separate sections of the "Instrumental and Vocal Ensembles" course numbers. Small ensembles typically offered are Classical Guitar, Percussion, Jazz Guitar, Piano, Chamber Vocal, Brass-Wind

The course numbering for ensembles allows the student to follow two separate ensembles for four semesters (or one ensemble for longer). If a student is taking more than two ensembles, or additional semesters, then course numbers will have to be repeated.

Mus 121, 122, 223, 224
Mus 127, 128, 229, 230

If just one ensemble is taken, generally the top line of course numbers is used, starting with 121, and moving sequentially up. By tradition, if a student is taking more than one, the top line of numbers is used for the ensemble involving the student's major instrument. This is tradition, but there would be no real difference on the student's transcript if it were done the other way around.

If you suspect an error on your schedule relating to your ensemble, just make sure that the section number is correct. If so, you have the correct course, and the level number can be adjusted later. Once the semester has begun, if you suspect your course number shows the wrong level, please bring it to the attention of the Department Chair as soon as possible in order to correct it. Do not substitute one section for another—especially in the case where the section you want appears full; it is NOT the same class. If an ensemble appears to be full, please contact the Department Chair for help. These are audition groups and should be open to everyone at the time of registration.

Academic Requirements

The most up-to-date catalog listings of academic requirements will always be available online. For any of the music programs contact: Dr. Elissa Brill Pashkin, Ext. 2291, ebrill@hcc.edu

Holyoke Community College is an accredited institutional member of the National Association of Schools of Music.

MUSIC PROGRAM – H025
A.A. in Music
AA in Music Requirements

This program, designed for transfer to bachelor's degree programs in music in colleges and universities, provides students with a comprehensive foundation. Upon completion of the program, students will be prepared for further college-level study in music. Students receive a rich perspective of music through exposure to many artistic and culturally diverse styles. The department offers free public concerts, hosts guest performers and speakers, and sponsors an annual jazz festival, all of which develop a strong bond with the surrounding community.

Students enter the Music Program through audition. Those students demonstrating significant potential, but with limited background in music reading or performance technique, will be placed in preparatory classes designed to develop the skills needed for college-level work.

MUSIC PERFORMANCE CERTIFICATE – H027
Music Performance Certificate Requirements

The purpose of the certificate is to acknowledge college-level work in Music for those who are not completing the full A.A. degree in Music. Upon completion of the certificate, when combined with another associate degree program, students will be prepared to pursue a Bachelor of Arts (rather than a Bachelor of Music) degree, or minor in Music, at their transfer institution. Students who are not also enrolled in an Associate's program will be prepared to audition at institutions that require a performance audition for admission. The certificate may be used by those students

who would like to augment any degree program at the college with serious study in music, or simply to improve performance skills for personal enrichment.

MUSIC PRODUCTION AND RECORDING CERTIFICATE – H037
Music Production and Recording Certificate Requirements

This program is designed to provide training for students who wish to work in the field of music technology or to learn aspects of music technology to enhance their own work as a performing musician, educator, or music therapist. The certificate may be used by those students who would like to augment any degree program at the college with serious study in music technology, or simply to improve these skills for personal enrichment.

Click here for descriptions of all Music courses:
HCC Music Course Descriptions

The courses listed in the catalog as program requirements are required for all students in the program, regardless of major instrument or individual focus. Students will supplement these minimum requirements with additional courses—"informal" requirements, which vary depending on individual interest and goals for transfer. For example, we advise all jazz majors to enroll in four semesters of jazz improvisation. We advise students to enroll in the performing ensemble for his/her instrument, or in Musical Theater Workshop if interested in theater. We suggest to students interested in music technology that they enroll in the production and recording courses

Credit Hours

All courses are constructed to allow students to achieve the stated outcomes/objectives. Holyoke Community College defines its credit hour in accordance with Federal Regulation 34 CFR 600.2 published in the US Dept of Education final regulations of October 29, 2010 (link). Lecture courses meet for 50 minutes per credit hour (one contact hour) each week of the semester. A typical onsite 3-credit lecture course would meet for a total of 150 minutes per week, either as three 50-minute class sessions, two 75-minute class sessions, or another configuration adding up to 150 minutes. For each hour of classroom or direct faculty instruction, students should assume a minimum of two hours of additional work outside of class.

For online courses, students are expected to devote the same amount of time as with onsite courses, and engage regularly with the instructor, such that course outcomes/objectives are achieved.

Lab courses meet for a total of 300 minutes per week (150 minutes of lecture, 150 minutes of lab).

Music Course Credits:
Many performance-oriented or skill-building courses in the Music Department are constructed as combinations of lecture and lab:

- 1-credit performing ensembles (such as College Chorale, Jazz Ensemble, and other instrumental and vocal ensembles) meet for 150 minutes per week, and include one contact hour of lecture and two contact hours of lab.

- 1-credit skill-building courses (such as Class Piano and Aural Skills) meet for 100 minutes per week and include one contact hour of lecture and one contact hour of lab.

Applied Music (private performance study) involves a 1-contact hour per week class session, plus an individual private lesson each week on an instrument or voice. Daily individual practice is assumed and required.

- Applied Music Non-Major is 1 credit per semester.
- Applied Music for Majors is 2 credits per semester, and involves additional performance obligations and a juried final performance exam.

Transfer

The Associate of Arts (AA) in Music Degree (H025) is what we consider our transfer degree. You are not required to transfer upon completing it, but the coursework is equivalent to the first two years in a standard music program. Upon completing it, you would be eligible to transfer to a four-year college or university and enter as a junior. At that point, you would specialize further and choose a more specific music degree: music education, music performance (classical or jazz), music business, music theater, music composition and arranging, music theory, music therapy, music technology. Of course, almost anywhere you transfer, you would be required to perform an audition to gain admission to the Music Program.

As a community college within Massachusetts, transfer students are eligible for a program called MassTransfer to the music departments of other state supported colleges. Currently, HCC's music program is eligible for MassTransfer with Massachusetts College of Liberal Arts, Westfield State, Worcester State, and UMass/Amherst. To satisfy the conditional admission into the University or State College of choice, participating students must earn an Associate Degree in a designated MassTransfer Program with a 2.5 GPA. If you complete the AA in Music at HCC with a minimum GPA of 3.0, you can transfer to these other colleges within Massachusetts and receive reduced tuition.
Of course, you are not limited to these colleges; you may apply as a transfer student wherever you would like. As soon as you know where you would like to go, get as much information about that school as you can. Contact their Admission and Transfer Offices. Look at their catalog and degree requirements online. Find out if there are courses you should take while at HCC beyond our requirements for graduation. If you plan to transfer, please discuss your plans with your Academic Advisor while scheduling courses. Please also make an appointment to see Mark Broadbent in the Transfer Office, 552-2498, FR221, mbroadbent@hcc.edu.

Please check out the HCC transfer web page:
https://www.hcc.edu/courses-and-programs/advising-career-and-transfer-center/transfer

Academic Advising

Once enrolled, each student is assigned an academic advisor. If you are a music major, most likely your academic advisor will be a member of the music faculty. If you work with one of the student services on campus, such as STRIVE or New Directions/New Careers, you may find that a staff member in that office may be assigned to you as an

advisor. If that is the case, we recommend that you still make an appointment to see one of the music advisors before scheduling your classes for the subsequent semester.

If you do not know who your assigned advisor is, you can look online, by logging into MyHCC from the HCC homepage. You may also ask a member of the music faculty to help you find out, or stop by the Welcome Center on the second floor of Frost Building.

You can arrange to see your advisor any time during the semester, but it is especially important to make an appointment when it is time to pre-register for the following semester, generally in October during the fall semester and in March/April during the spring semester. Be on the lookout for messages from your advisor, but you can also initiate contact at any time. Once you make your appointment, be sure to record the date and time, and keep your appointment! Do not schedule an appointment during class time. If there is absolutely no time listed that fits in your schedule, please contact your advisor by phone or email, describe your schedule, and ask to arrange another time.

Come prepared to your appointment! Beforehand, look over the course listings; check your schedule and degree requirements; possibly plan things out over several semesters. Of course, it is fine to have some questions—that is the point of the advising process—but your questions should be a result of the time and effort you spent preparing for your advising session.

After your advising appointment, you will be able to register for courses. The earlier you register, the more likely you are to get your preferred classes and times. Signing up for music ensembles and other smaller-enrolled music courses early will ensure that they do not get cancelled. (Often, after an ensemble has already been cancelled for low enrollment, students attempt to register for it. At that point, it is too late.)

Facilities

The Music Department occupies the first floor of the Fine and Performing Arts Building (FPA). There are two large classrooms, 137 and 139, which double as rehearsal rooms. 137, which houses our wonderful Johnson and Son pipe organ, also functions as our small recital hall. Our teaching areas also include a computer/piano lab (147), a recording studio (141), and many individual teaching studios and practice rooms of varying sizes—larger for ensemble use, smaller for individuals. Except for the percussion, guitar, and bass studios, all practice rooms and studios include an upright piano. Digital Clavinova pianos are also available for practice in the piano lab during open lab times.

The Music Department holds concerts in the Leslie Phillips Theater, with an entrance on the second floor of the FPA Building. The lobby and box office area outside the entrance of the theater serves as a location for most department receptions.

The department owns a number of instruments that may be signed out to students for use relating to coursework. We also provide lockers for student convenience, and electronic equipment, such as amplifiers, for use in the building.

Health and Safety

It is essential that all Music students, Faculty, and Staff are provided with information on basic health and safety regarding practice, performance, teaching, and listening, and that they adhere to policies that provide a safe environment for all. Before beginning coursework in the HCC Music Department, all students must read and understand the following, published by NASM:

Hearing Health
Neuromusculoskeletal Health
Vocal Health

Hints for Success

- Always keep long-term goals in mind, especially when work starts to pile up, or seems to be too much to handle.
- Ask for help when it is needed—from faculty, from the CAPS center, from counselors.
- Maintain a *real* weekly calendar that includes not just classes, but practice time, homework time, library time, job hours, exercise, social life, etc. (and stick to it!).
- Practice practice practice practice practice. (Remember that while you are doing something else, your possible future competition is practicing.)
- Develop additional interests outside of music; they will make you a better musician in the long run. Read books. Take electives. Find courses to satisfy distribution requirements that are of genuine interest, not just at a convenient time.
- Listen to a lot of good music of many different styles. Listen to as much live music as possible, as well as recordings. Your musical education is not only to be found in the classroom.
- Find other students that live near you. Learn the bus routes if applicable. One of the realities of being at a commuter school is that *at least once* your car will break down the morning of your test. Have an alternate plan for getting to school.
- Always know how to contact your applied music (private lesson) instructor. Not showing up for class is bad; not showing up for a private lesson is worse.
- Use online and software-based tools for brushing up on basic theory and musicianship. Examples are Practica Music software, Smartmusic, and musictheory.net, all excellent ways to practice ear training and theory. Smartmusic is a great tool for practicing with accompaniment, in both classical and jazz styles. (A computer is an *extremely* patient tutor…)

Policies

- **Practice Rooms**
  Practice rooms are available on a first come, first served basis when not in use as teaching studios.

- **Borrowing Instruments**
  When being used in conjunction with a course, certain instruments are available for students to borrow. They can be signed out, with current ID, in the instrument

book. The procedure includes signing a statement of responsibility concerning the use and treatment of the instrument. When using a school instrument during the intercession and summer it is necessary to complete a property pass form.

- **Food and Drink**
  No food or drink is allowed in any of the music classrooms, studios, or practice rooms. A closed bottle of water (with a screw cap) is allowed, but it cannot be set down on any instruments. (No water bottles on the piano!!!) Food is allowed in the hallway and student gathering area ("veggie bin") outside the piano lab.

- **Lockers**
  Lockers are available on the first floor of the FPA Building for music student use. The small lockers are chosen by the students. Find an empty locker; put on your own lock, and tell Mary Starzyk in FPA210 (552-2485, mstarzyk@hcc.edu) which locker you have chosen. For security reasons, it is necessary to have this information.

  If you have a large instrument, and need to use one of the large lockers, see Mary Starzyk in FPA210. After making a copy of your currently valid student ID and collecting a $5 key deposit, she will assign you to a shared locker, and issue you a key. You will get your deposit back after returning your key at the end of the semester. If you are certain to be returning in the spring semester, tell Mary, and you can keep your key for the year. All lockers must be emptied and keys returned in May. (They will not work the following year.) All lockers will be cleaned out over the summer. Any keys not returned in the spring will have deposits forfeited.

- **piano/computer lab**
  The piano/computer lab is located in FPA147. It is available as an open lab when it is not in use as a classroom. Headphones must be used when playing the pianos, so as not to disturb others. Students must acquire their own headphones (and ¼ inch adaptor, if necessary). Turn off pianos when done!

  The computer stations are available for student use when no class is in session. Music software, as well as other standard (word processing, etc.) software is installed on each station, as is an internet browser.

- **Photocopying**
  Students may not use the copying machine in the Fine and Performing Arts Office. It is for faculty emergency use only. There are copy machines available for student use on campus in the library.