

RADFORD UNIVERSITY

Department of Music

Graduate Student Handbook MA/MS in Music

Getting Started at RU

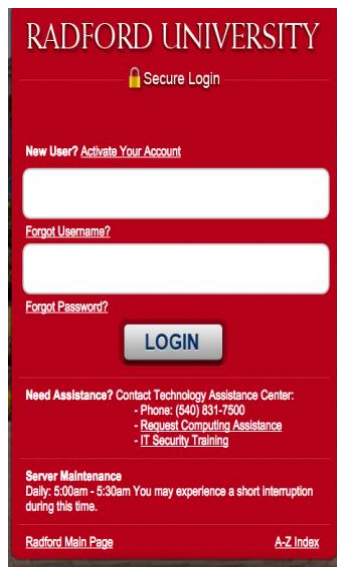
Student ID and Parking

Student picture ID and parking permit can be obtained from Parking Services, 1st floor, Heth Hall. (540) 831-6361 or (540) 831-6330. Hours are Monday-Friday 8:00 am-4:30 pm. Email: parking@radford.edu. You will need an ID to check out books from McConnell Library or the Covington Listening Library in Covington Hall, and for other uses. Weblink for getting the parking pass online: <http://parking.asp.radford.edu>

Activating Your RU Account

All Radford University students, faculty, and staff are provided a free RU Network Account. This account will provide you with access to a variety of campus computing resources. Before you can begin using your account, you must activate it. This process will only take a few minutes. In addition, the RU network system allows you to access all your student information. You can do everything from checking your grades and financial aid information to developing your own website!

1. Go to the On Campus Homepage of the Radford University Website
<https://onecampus.radford.edu>.
Choose the "My RU" button directly located under the "Quick Links" button
2. Click on "New User? Activate your Account"
3. A new screen will appear; follow the directions to activate account.
1. 4. Note: The process of activating your account can take approximately 1 hour to replicate to all university servers.



Using your RU e-mail address

It is important to check your e-mail regularly as it is the University's main tool of communication and professors often use e-mail to communicate with students. Please be sure to always practice digital professionalism in all of your e-mail communications. Some things to consider include: creating an informative subject line, considering the level of formality given the person you will be e-mailing, making sure your e-mail is focused, accurate, and clear, and monitoring your response time to e-mail communication.

To check your e-mails

- Log in to your email account by going to the RU web site at <https://onecampus.radford.edu>. Click on the link which will take you to where you activated your account.
- Sign in with your username and password.
- Click on the "Email" icon
- Now you can manage your e-mail account!

If you prefer using your existing e-mail account, you can forward your RU e-mail account to your internet service provider such as Google or Yahoo. Here's how:

Forwarding your e-mails:

- If you have not already done so, log in with your user name and password on the <https://onecampus.radford.edu>.
- Click on the "Personal Info" icon
- Click on "email forwarding" on the far right menu bar
- Follow instructions.

Note: You need to go into your RU account periodically and check your junk mail folder which does not forward, as sometimes "good" e-mail gets read as spam and moved out of the inbox.

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Checking Your Student Account – Balances and Holds

It is important to check your balances at the beginning and the end of each semester to make sure you do not owe the University money for tuition, fees, fines, etc. All students with past due balances will be blocked from registration. If you attempt to register for a class and find your registration “blocked” please check this account first and make sure you have paid the University any outstanding balance.

You can view your online student account by following these instructions

- Log into the <https://onecampus.radford.edu> with your user name and password.
- Once logged in you can check your student account through the “finances” portal.

Registering for Classes Online

For the most up-to-date information about registration please go to the registrar’s homepage <http://www.radford.edu/content/registrar/home.html>

Should you encounter any problems with registration, you are advised to contact the Registrar’s office. They can help you figure out exactly what the problem is and whom you might need to check with next. If you encounter a registration block, please be sure to note the exact reason given for not permitting you to register so you can share that with the Registrar’s office.

Before registering for classes, please contact your academic advisor so that you can have the most up to date information about degree requirements.

Using Desire 2 Learn

Many course instructors use Desire 2 Learn (D2L) as a learning management system, especially those classes that have a web-based component. You can use the D2L system to view course materials, reading lists, goals, quizzes, and assignments presented by the course instructors. You can also complete assignments and quizzes, and submit them to your course instructor for evaluation.

To access D2L, sign in through the <https://onecampus.radford.edu> and click on the Desire 2 Learn icon. A complete listing of the course for which you are registered will open up and you can click on the class you want to access. Typically access to D2L opens the Sunday preceding the first day of classes.

Retention Policy

Some graduate students may be admitted to their program under “Conditional” or “Conditional-Temporary” status. This means that they must satisfy specific conditions within a specified time frame. Some conditions govern academic performance and may include earning a specific cumulative GPA as well as earning a minimum specific grade in all courses attempted. If admission conditions are not satisfied within the indicated time frame, the graduate student will be dismissed from their program. Complete details about the “Conditional” and “Conditional-Temporary” policies can be found in the Graduate Catalog that corresponds with your matriculation year (i.e., the academic year in which you started your program). Not every first-semester graduate student is subject to admission conditions. If you are unsure of your admission status, or the academic performance conditions you may be held to, contact your program coordinator or advisor, or review your official acceptance letter from Radford University’s Graduate College.

Advising

Getting help from your advisor

- You will receive information indicating who your advisor will be. She or he is your go-to person for any questions you have about courses, policies, and/or registration. Before scheduling a meeting with your advisor be sure to try to find the answers for yourself on either the Graduate College website <http://www.radford.edu/content/grad/home.html> or the Graduate Music Program website <http://www.radford.edu/content/cvpa/home/music/degree-programs/graduate-programs.html> or in the graduate catalog for your academic year.
- If your advisor does not know the answer to a question she or he will forward your question to the appropriate individual for assistance.
- Contact your advisor immediately after being accepted in order to set up a meeting that will answer questions and give you an overview of the upcoming semesters.
- Advisors may not be available until mid-August to meet with you. Don’t worry! You will still have ample time to sign up for classes.
- Please understand that just as you are a busy person, so too is your advisor. Try to get in contact with her or him about questions you have right away and be patient in waiting for a response. If you do not receive a response within a week then it may be appropriate to refer your questions to someone else such as the Graduate Program Coordinator, the Department Chair, or the Department Administrative Assistant.

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Diagnostic Exams:

All incoming graduate music students are required to take a music theory and a music history diagnostic exam. These exams must be completed before the census date, which is the last day of the first week of classes. Contact the Graduate Program Coordinator for the music department for information regarding the time and location of the exams. The diagnostic exam is for placement purposes and helps to identify any deficiencies in the content areas.

When a student passes the exams the student will progress through the program of study as articulated in the catalogue. If a student fails the exams she or he will be required to take appropriate remediation in the subject area of need. Students have until the end of the semester in which the exam was taken to re-take the exam to earn a passing grade. If a passing grade is earned the student may progress through the program of study. If the student has failed the exam the student must take remediation as outlined in the graduate catalogue.

Mapping out a Program of Study:

Master of Arts degree

The program of study sheet for the Master of Arts degree can be found in the graduate catalogue for your catalogue year. The catalogue and year can be accessed on the Graduate College web site. To access the program of study choose the calendar year when you began the program, choose College of Visual and Performing Arts, click on Music, MA. You will see the following icon at the top left of the catalogue.

Prior to the conclusion of your first-semester or nine hours of graduate study you must make an appointment with your academic advisor to schedule your Preliminary Comprehensive Exam and to finalize your program of study. A copy of this will be maintained by the Graduate College and a copy will be kept in the music department.

The Preliminary Comprehensive Examination is a discussion among the student and a faculty committee regarding the progress of the student in the degree program. It is not an assessment of the student's knowledge in any specific content area. The Preliminary Comprehensive Examination occurs prior to the completion of the first semester (or 9 hours) of graduate study.

- 1 The committee will consist of the student's advisor and two other graduate music faculty appropriate to the student's degree program selected by the student in conjunction with the advisor. This committee may or may not be

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- the same as the committee for the student's eventual final project, thesis, recital and/or Final Comprehensive Examination.
- 2 At least one week prior to the exam, the student will submit a report containing the following information to each committee member: (1) a summary of the student's progress in the degree program, including progress toward the remediation of any deficiencies; (2) a statement of professional objectives and a plan for realizing these objectives which includes a proposed program of study; (3) if appropriate to the student's degree program, an outline of possible areas/topics of interest for the final project, thesis or recital.
 - 3 During the exam, the committee and student will discuss the three areas outlined in the student's report. As part of this discussion, the committee will offer suggestions to the student on courses and procedures that may be beneficial in working towards the attainment of the student's goals.

The student will be provided with a written assessment by the committee following the examination.

The program of study is an essential document that guides you through your program and will create a seamless academic process through to graduation.

Sometimes students need to change the program of study due to a variety of reasons. If the program of study must be altered the student must complete a Petition for Program Changes, which can be found under Student Forms on the Graduate College web page.

Master of Science degree with a concentration in music therapy

The program of study sheet for the Master of Science degree can be found in the graduate catalogue for your catalogue year. The catalogue and year can be accessed on the Graduate College web site. To access the program of study choose the calendar year when you began the program, choose College of Visual and Performing Arts, click on Music, MS. You will see the following icon at the top left of the catalogue.

Prior to the conclusion of your first-semester or nine hours of graduate study you must make an appointment with your academic advisor to schedule an advising session at which you will discuss your plans for graduate study at Radford and map out your program of study. A copy of this will be maintained in the music department.

The program of study is an essential document that guides you through your program and will create a seamless academic process through to graduation

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Sometimes students need to change the program of study due to a variety of reasons. If the program of study must be altered the student must complete a Petition for Program Changes, which can be found under Student Forms on the Graduate College web page.

Capstone Projects and Comprehensive Final Exam:

Master of Arts Degree:

There are several different options for your graduate capstone project. You will begin discussing these options with your advisor during your Preliminary Comprehensive Exam, which takes place after you have completed nine (9) graduate credits. Some examples for MA students include a graduate thesis or a graduate recital, which may include a lecture recital or a conducting recital. In consultation with your advisor you will choose the option that best meets your academic and career aspirations. You will also work closely with your advisor to choose a committee, which will consist of one committee chair (must be a full time faculty member) and committee members (one of which must be a full time faculty member).

You will be in continual conversation with your academic advisor about this process. Please discuss the time frame by which you should establish your committee and begin to outline the time frame for completion of the project or thesis either during your preliminary comprehensive exam or soon after the completion of your program of study.

Recital hearings take place a minimum of three (3) weeks prior to the recital date. When setting your date for your recital hearing you must be sure to allocate time for your recital hearing.

Your completed thesis or written project is typically due, to the committee, a minimum of two (2) weeks prior to the defense date. When setting your defense date you must be sure to allocate time for the committee to review your written work.

When you have arranged a date for either the thesis defense or the recital hearing please contact the graduate program coordinator so that the appropriate paperwork can be processed to document completion of this requirement.

The music department requires an oral final comprehensive exam, which typically takes places during your thesis defense or at a time arranged between the student and the committee. Please discuss these requirements with your advisor for the most up to date information.

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Master of Science Degree with a concentration in music therapy

There are two options for your graduate capstone project. Both options include a scholarly paper. You may choose either the thesis or clinical project option. You will begin discussing these options with your advisor in advising sessions. In consultation with your advisor you will choose the option that best meets your academic and career aspirations. You will also work closely with your advisor to choose a committee, which will consist of one committee chair (must be a full time faculty member) and two committee members (one of which must be a full time faculty member).

You will be in continual conversation with your academic advisor about this process. Please discuss the time frame by which you should establish your committee and begin to outline the time frame for completion of the thesis or project as soon as possible, typically while taking the graduate practicum courses in order to align your clinical interests with a potential focus for your capstone project.

Your completed thesis or written project is typically due, to the committee, a minimum of two (2) weeks prior to the defense date. When setting your defense date you must be sure to allocate time for the committee to review your written work.

When you have arranged a date for either the thesis or clinical project defense, please contact the graduate program coordinator so that the appropriate paperwork can be processed to document completion of this requirement.

The music department requires an oral final comprehensive exam, which typically takes place during your thesis/clinical project defense or at a time arranged between the student and the committee. Please discuss these requirements with your advisor for the most up to date information.

Non-Discrimination Policy

Radford University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, gender expression, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. Per federal Title IX regulations, as well as other federal and state regulations, Radford University prohibits discrimination and harassment in its educational programs and activities, on the basis of sex or any other protected class, by individuals subject to its control or supervision. This

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requirement to not discriminate in the educational program or activity of Radford University extends to admission. Inquiries about the application of federal Title IX regulations may be referred to Radford University's Title IX Coordinator, the U.S. Department of Education's Assistant Secretary, or both.