

**STUDENT RECITAL POLICIES**  
**MUSA 1091**  
**FALL 2015**

**F 1:30-2:20 PM**

**ATTENDANCE**

Who is required to attend?

1. All undergraduate music majors
2. All official music minors who are taking MUSA 1195 and 3391 courses.
3. All who want to be able to perform during the semester including graduate students.

Absences and Make-Ups

**When a single area recital is cancelled, students will need to replace the cancelled recital by either going to a different area recital held at the same time or turning in a makeup recital.**

**At the end of the semester, all students will have the same number of expected recitals.**

1. Only two absences are allowed each semester.
2. Make up absences are accomplished by attending UTEP Music Department concerts and recitals. Non-University recitals such as El Paso Music Forum, El Paso Symphony, El Paso Wind Symphony, and Pro-Musica as well as any other chamber performances given by our faculty will be accepted.
3. To receive credit for the make-up, you must attend a music event **within one month** of the absence. The program must be signed by a music faculty member who attended the same event. The program must be brought to the Music Office to record the attendance. Your name and ID# must be on the program. Without this information you will not receive credit.
4. It is your responsibility to turn in the signed programs to **Alberto Frias Ruiz, Music Office**, no later than **Friday December 4, 2015**. There are no exceptions.
5. Please sign the makeup sheet every time you turn in a program. At the end, we must have both, the program with your info and your signature matching the date. There are no exceptions.

How is attendance taken?

1. Attendance is taken at every recital. Before entering the recital hall, you will receive an attendance card with your program. Please print your name, UTEP ID#, date, and area (strings, voice, guitar, piano, winds & percussion). Then sign your name.
2. If your name cannot be read you are absent.
3. At the end of your recital, not before, please hand in your card to the staff member at the door. Only one card per person is accepted; if more than one is handed in, (both yours and the added persons) will not be counted.
4. Show up on time.
5. No attendance cards will be accepted after the first piece is performed or 10 minutes after the recital begins.
6. An attendance card must be filled out if you are performing or not. If there is no card, you are considered absent.

**Who may perform?**

1. Music Majors and Minors recommended by private teachers.
2. Non-Majors studying in the University studios if recommended by instructor and if attending the Friday recitals.

**Priority when recital is full**

1. Music Majors who have not already performed that semester and whose absence record is satisfactory
2. Music Majors who have performed and have a satisfactory absence record.
3. Non-Majors who have instructor recommendation and have a satisfactory absence record.

**Time Limit**

Eight minutes is the maximum length.

Required number of performances

No more than two. The choice is up to your applied professor.

**Dress code performances**

1. Men- Coat & Tie, Slacks, Dress Shoes
2. Women; Long dress or Long skirt & Blouse, Stockings, Dress Shoes.

**Requesting a Performance**

1. Obtain the form from the Music Office.
2. Fill out the form by printing all information in a complete and accurate manner.
3. Give the form to your applied professor to sign.
4. Bring the signed form to the office or leave it with your applied professor who will turn it into the Music Office. The first is preferable.
5. Your request does not mean that you will perform on recital. All requests are subject to availability.
6. Make your request early.

**BEHAVIOR**

Do not enter the hall during a performance.

Wait until the performance has ended.

Keep your feet off the chair backs.

Do not talk, phone or text message during any performance.