

UCLA Herb Alpert School of Music

Office of Student Services



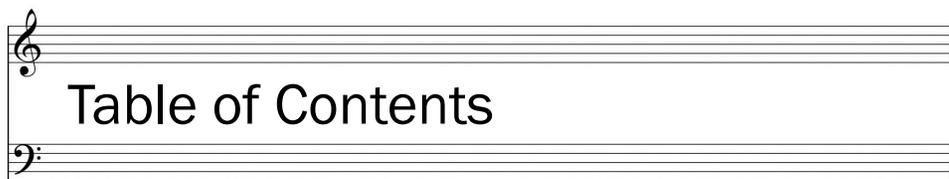
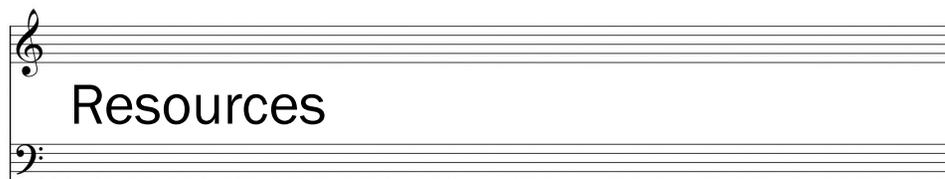


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Disclaimer: The purpose of this Undergraduate Guidebook is to provide students with an overview of important processes, procedures, and requirements. It is not intended to provide an exhaustive list of policies, procedures, and requirements, or replace official University documents such as the UCLA General Catalog. All information in this Undergraduate Guidebook is provided for information purposes only and does not constitute a legal contract between the UCLA Herb Alpert School of Music and any person or entity unless otherwise specified. Information on this Guidebook is subject to change without prior notice. Although every reasonable effort is made to present current and accurate information, the School of Music makes no guarantees of any kind.



Resources

OFFICE OF STUDENT SERVICES

1642 Schoenberg Music Building
www.schoolofmusic.ucla.edu

Nam K. Ung, Ed.D.
Director

Brenda Gálvez, M.Ed.
Assistant Director
Undergraduate Advisor

Belén María
Student Affairs Officer
Music Industry Advisor

Sandra McKerroll
Graduate Advisor

OTHER RESOURCES

Financial Aid and Scholarships
A129 Murphy Hall
310-206-0400

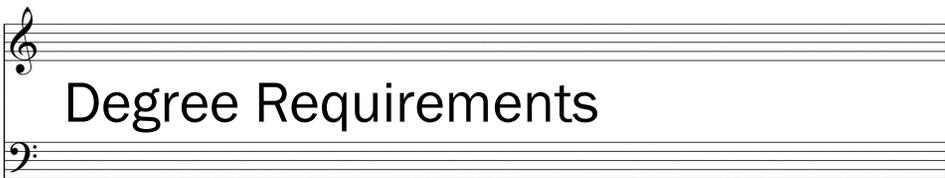
Bruin Resource Center
Student Activities Center, Suite B44
310-825-3945

Counseling & Psychological Services
(CAPS)
John Wooden Center West
221 Westwood Plaza
310-825-0768

Center for Accessible Education
A255 Murphy Hall
310-825-1501

Office of the Dean of Students
1206 Murphy Hall
310-825-3871

Career Center
501 Westwood Plaza, Strathmore
Building
310-206-1915



MUSIC INDUSTRY MINOR

The Music Industry minor is a series of courses designed to (1) introduce students to a critical perspective on the formative effects the music industry and music technology has had on musical practices around the world; (2) prepare students for employment in the music industry, including marketing and sales, recording production, intellectual property, sound recording, and arranging; and (3) contribute to improved communication and interaction between the university, the music industry, and the musical life of Los Angeles.

Course #	Course Title	Units
MSC IND 101	Seminar in the Music Industry, Technology, & Science	4
MSC IND 195	Community or Corporate Internships in Music Industry and Technology	4
Electives	Five upper division courses (<i>Music Industry 102 – 112, M182, 188, 195, 197; Ethnomusicology C100, 105, M110B, 117, C169, 172A, C184; Music C176; Music History 140, 164, 185; Film and TV 122B.</i>)	20

TOTAL UNITS REQUIRED FOR THE MINOR: 28

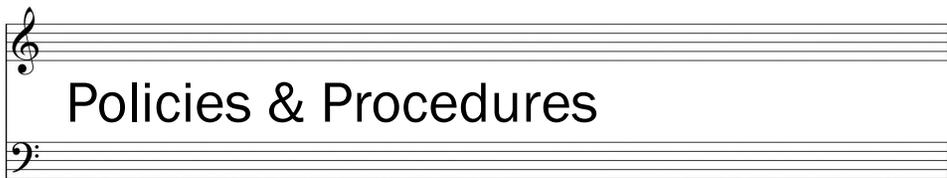
Interested students must meet with the academic advisor and apply for the program.



Welcome! Approved on January 21, 2016, the UCLA Herb Alpert School of Music is the first in the University of California system, with a balanced focus on scholarship and performance/composition, and its commitment to the understanding of music in all its contemporary and historical diversity. It brings together three long-established departments – ethnomusicology, music, and musicology. Each is in the top tier and the top 10 in its field, measured by several academic standards. Esteeming all musical traditions and maintaining a balanced emphasis on scholarship and practice, the UCLA Herb Alpert School of Music will pioneer new models for integrated musical studies. Within UCLA's interdisciplinary environment, it will foster musical and scholarly innovation through dedicated centers and degree programs, as well as provide a focus through which music can engage with other disciplines on campus and beyond.

The school affords powerful synergies available at no other UC campus. Ethnomusicology, the nation's oldest and most distinguished department of its kind, serves as a complementary home to major scholars and highly skilled performance ensembles in jazz, African, Afro-American and Anglo-American traditions and music of China, Mexico, India, Ireland, and the Middle East. Music's world-class performance faculty directs major programs in chamber, orchestral, operatic, and choral performance. Musicology is home to some of the most sophisticated and cutting-edge cultural theorists and music thinkers active today.

Dedicated to inspired and innovative education, the UCLA Herb Alpert School of Music will offer a broad and encompassing approach to the study of music. It will aspire to the highest level of musical performance, analysis, pedagogy, and creativity within a wide range of traditions, including classical, jazz, popular, and traditional music from around the world as well as emerging forms in composition and new media. Its groundbreaking research will extend across disciplines and into all aspects of musical life, embracing history, culture, politics, ethnography, criticism, pedagogy, theory, performance, composition, and musical thought as both discourse and cultural practice. Situated in a city known for its exceptionally vibrant and diverse musical communities, the school will prioritize civic outreach, bringing the transformative experience of music to the public while nurturing a sense of purposeful engagement among its faculty and students.



Policies & Procedures

ENROLLMENT

Deadlines. All students in the School of Music must follow the school's enrollment deadlines. If a student misses an enrollment deadline, the student can petition for an exception. Petitions are subject to review by the school and do not guarantee approval. All students are permitted three approved petitions during their entire tenure at the School of Music. Additional petitions are rarely approved and require further review.

Enrollment deadlines:

Friday of 2nd Week: Last day to drop impacted courses

Friday of 3rd Week: Last day to add courses

Friday of 4th Week: Last day to drop non-impacted courses

Friday of 6th Week: Last day to change grading basis

Unit Cap Increase. Students who wish to take more than 20 units per quarter should email the Assistant Director of Student Services. The email should include the proposed study list for the quarter, the amount of units, and the reason why the student is petitioning for a unit increase. All requests are subject to the School's review and do not guarantee approval.

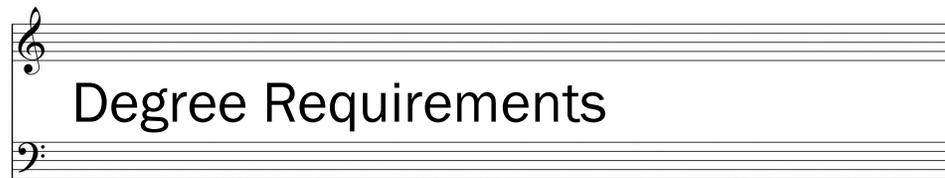
LATE ADD/DROP PROCEDURES

Any requested changes to a student's study list after enrollment deadlines, must be approved by the Office of Student Services and, if approved, late fees will be assessed. Petitions can be obtained from the Office of Student Services in room 1642 Schoenberg Music Building.

UNDERGRADUATE GRADING POLICIES

Pass/No Pass. A student may take 10 *non-major* units per quarter on a P/NP basis. A student must be in good standing to qualify for enrollment in a P/NP course. Students must achieve a "C" or better to warrant a PASS grade. Any grade earned that is less than a "C" will result in a NO PASS. Major requirements may not be taken on a P/NP basis.

Repeating Courses. Students may repeat up to 16 units of GRADED coursework in which they earned a grade of C-, D+, D, D-, F, NP, or U. A course may be repeated only once. Although only the second grade earned (for better or worse) will be computed into your GPA, both grades will remain on your transcript. Courses taken for a letter grade MAY NOT be



Degree Requirements

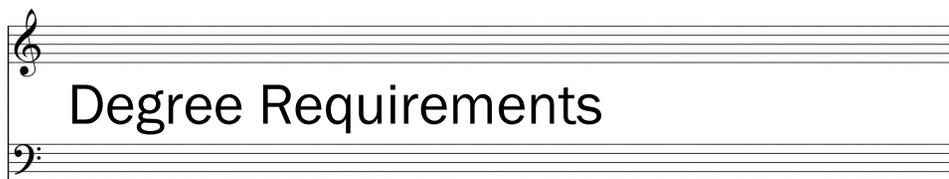
MINORS

MUSIC HISTORY MINOR

The Music History minor is designed for students who seek to combine the humanistic study of music with a major concentration in another area. The minor is a sequence of seven academic courses. There is no performance requirement for the Music History minor.

Course #	Course Title	Units
Lower Division Electives	Two lower division or GE courses in Music History	10
Upper Division Electives	Two upper division courses in Music History	8-10
Music History 101	Issues and Methods in Musicology	4
Additional Upper Division Electives	Two upper division courses in Ethnomusicology, Music, and Musicology.	8-10

TOTAL UNITS REQUIRED FOR THE MINOR: 30-34



Degree Requirements

MUSIC HISTORY MAJOR

The goals of the Music History major are grounded firmly in the humanistic study of music, and we interpret Music History in the broadest possible sense: there is no built-in bias toward art music, Western music, or music of the past.

Course #	Course Title	Units
Music M6ABC	Introduction to Musicianship <i>Note: Grade of "C-" or better required for each</i>	6
Music 20ABC	Music Theory I, II, III <i>Note: Grade of "C-" or better required for each</i>	9
Performance	From ethnomusicology (91A-Z, 161A-Z), music (C90A-N, Q-S), and/or music history M90T	6
Music History 12W	Writing About Music	5

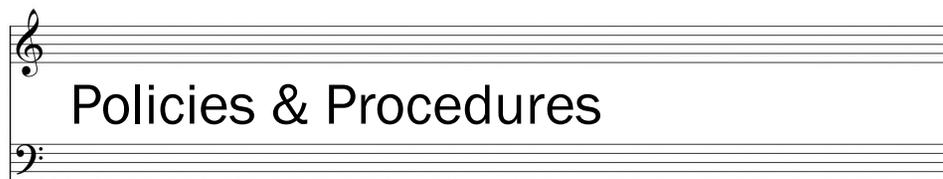
LOWER DIVISION REQUIRED UNITS: 26

Upper Division Requirements

Course #	Course Title	Units
Music History 125ABCDEF	Music, History, and Culture (<i>completed in a span of two years</i>)	30
Music History 187	Senior Thesis: Pre-Capstone	2
Music History 191T	Capstone Seminar	4
Music History 190	Supervised Tutorial Research Seminar	2
Electives	Music History 191G Seminar or one upper division Music History seminar course (Music History 160-185) One Additional Upper Division Elective (<i>upper division course in Music History, Music or Ethnomusicology, or Music Industry course</i>)	4-5 4-5

UPPER DIVISION REQUIRED UNITS (instrumental): 46-48

TOTAL UPPER DIVISION AND LOWER DIVISION REQUIRED UNITS: 72-74



Policies & Procedures

repeated P/NP. NP grades may be repeated for a letter grade or P/NP. Once students have used the allowed 16 units of repeat credit, or they do not have enough units left to repeat a course, they may still repeat a course in which they received a C- or below. However, both grades will be averaged into their cumulative GPA; the first grade will not be removed.

Change of Grades. If a student discovers an incorrect posted grade, the student must initiate a change of grade with the instructor of the course. Change of grade forms are only available to faculty.

DOUBLE MAJOR AND ADDING MINORS

Students in the School of Music who wish to double major or add a minor must meet with an academic advisor in the School of Music to discuss procedure and attain clearance. All double majors or adding minors will not be approved until a student is cleared by the School of Music.

WITHDRAWAL FROM THE QUARTER

Students may request cancellation from a term AFTER having paid fees but BEFORE the first day of classes; in this case students will receive a full refund minus some administrative charges. To cancel Registration students should go to the Registrar's Office, 1113 Murphy Hall, and fill out a Cancellation of Registration Petition.

All students who wish to withdraw from the University once instruction begins must file a Withdrawal Notice form at <http://www.registrar.ucla.edu/Registration-Classes/Registration-and-Payment/Withdrawal>.

Failing to attend classes, neglecting courses, or stopping payment on checks tendered for registration does not constitute notice of withdrawal. A fine is assessed if any payment for registration fees payment is returned by a bank for any reason, including stopped payment or insufficient funds.

Students who withdraw from the School for more than one quarter must apply for readmission.

READMISSION

To return to the University after an absence of more than one term, students must complete an Undergraduate Readmission Application found at https://www.admission.ucla.edu/prospect/Adm_tr/reenter.htm.



Student Responsibility

ENROLLMENT

With the guidance of the Office of Student Services, students are ultimately responsible for their quarterly course registration. Registration includes enrolling in courses that correspond to their degree requirements and meeting the School of Music's enrollment deadlines (p. 4).

ACADEMIC ADVISING

The Office of Student Services provides walk-in advising throughout the week during limited hours. Students are encouraged to make advising appointments for issues/concerns requiring more time and attention. All students should email the Office of Student Services advisors to make an appointment. *Freshmen and transfer students are required to meet with the undergraduate advisor at least once a quarter during their first-year.*

DEGREE AUDIT REPORTING SYSTEM (DARS)

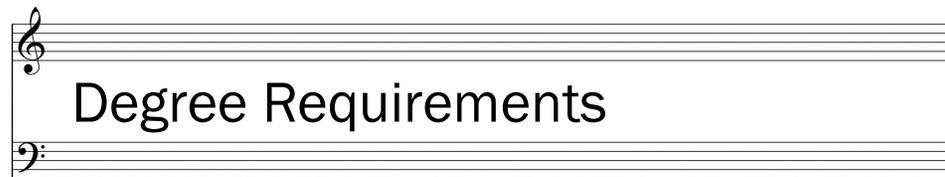
DARS is used to review the credit students have earned and determine which requirements of their degree are outstanding. Students are responsible for periodically checking their degree audit to ensure requirements are met. To view an audit, a student must:

1. Log on to MyUCLA (my.ucla.edu).
2. At the top right-hand corner, open "Academics" link.
3. Under "Academic Profile," select "Degree Progress/Audit Report."
4. Once on the Degree Audit Self Service page, select "New Audit."
5. Run a new audit by selecting "Run Current Program."
6. Click "Run Audit."

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

FERPA is a Federal law that protects the privacy of student education records. Under FERPA, the University cannot release information about a student to anyone, including parents/family members. Student consent is required to grant third party access to view various academic records.

Please note: third party access does not imply full access. Family members who wish to discuss a student's progress with an academic advisor must obtain further approval on a case-by-case basis by the student and the Office of Student Services.



Degree Requirements

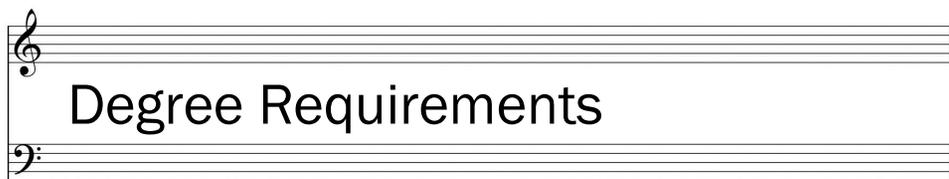
*for every quarter a student takes instrumental or vocal lessons, they must enroll in a performance ensemble

Required Senior Recital

UPPER DIVISION REQUIRED UNITS: 70

TOTAL UPPER DIVISION AND LOWER DIVISION REQUIRED UNITS: 115

Theory. Six courses selected in consultation with a faculty advisor.



Degree Requirements

*for every quarter a student takes instrumental or vocal lessons, they must enroll in a performance ensemble

Required Junior and Senior Recitals

UPPER DIVISION REQUIRED UNITS (instrumental): 51

TOTAL UPPER DIVISION AND LOWER DIVISION REQUIRED UNITS (instrumental): 90

UPPER DIVISION REQUIRED UNITS (vocal): 55

TOTAL UPPER DIVISION AND LOWER DIVISION REQUIRED UNITS (vocal): 100

Music Education.

Course #	Course Title	Units
Music 120ABC	Music Theory IV, V, VI <i>Note: Grade of "C" or better required for each</i>	12
Music 140ABC	History and Analysis of Western Music <i>Note: Grade of "C" or better required for each</i>	15
Music 110A	Learning Approaches in Music Education	4
Music 110B	Musicality and Creativity in Childhood	4
Music 110C	Comparative Study of Choral Music Education	4
Music 110D	Comparative Study of Instrumental Music Education	4
Music 114A	Study of Instrumental & Vocal Techniques: High Strings	1
Music 114B	Study of Instrumental & Vocal Techniques: Low Strings	1
Music 115A	Study of Instrumental Techniques: Woodwinds	2
Music 115B	Study of Instrumental Techniques: Brass	2
Music 116	Introduction to Conducting	2
Music 117	Study & Conducting of Instrumental & Choral Literature	2
Music 119A	Vocal Techniques for Music Education	3
Music 119B	Western and World Percussion Pedagogy	3
Music 119C	Jazz and Technology Pedagogy	3
Music 160A-165*	Instruction in Performance	6
Music 170	Senior Seminar: Music Curriculum Design and Evaluation <i>(for credential program only)</i>	2



Student Responsibility

ACADEMIC CORRESPONDENCE

Email correspondence with Student Services is confidential. All correspondence must include a subject in the subject line, name and UID. Students should ensure their email addresses are updated through MyUCLA.

CHANGE OF MAJOR

Students who wish to change their major must notify their academic advisor immediately, and submit a Change of Major petition to the School or College of their new major. Students MAY NOT remain a School of Music major while undecided, or completing prerequisites for a new major. Once a student decides not to enroll in the normal progression of School of Music requirements, the student should declare an "undeclared major" in the College of Letters & Science. Failure to do so will result in a "hold" on a student's records, restricting future registration and enrollment at UCLA.

STUDY ABROAD

Students interested in studying abroad during the academic year must meet with an academic advisor for clearance.

SCHOLARSHIPS

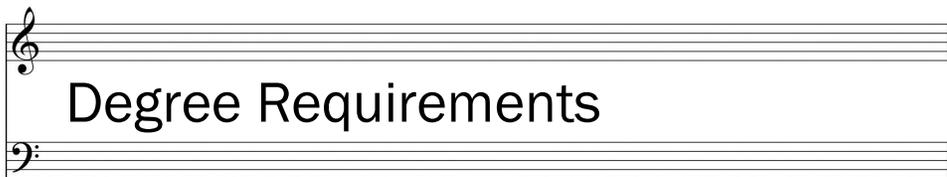
Students receiving departmental scholarships must abide by scholarship requirements outlined in their offer letters. Students who change majors or do not fulfill scholarship requirements are subject to scholarship cancellations. All scholarship charges to a student's Bruin Bill are the responsibility of the student.

Continuing students interested in continuing or requesting departmental aid for the following academic year, must submit a "Continuing Scholarship Request" application in early March.

GRADUATION

All graduating seniors are required to meet with their academic advisor during the fall term of their senior year.

All students who complete 160 units must identify the term they are expected to graduate through MyUCLA. Fees are implemented once students change their degree terms.



Degree Requirements

UNIVERSITY REQUIREMENTS

Entry-Level Writing or English as a Second Language (ESL). Entry-Level Writing is the only requirement for graduation that students must satisfy before entering UCLA or during their first year in residence.

American History and Institutions. The American History and Institutions requirement is based on the principle that a U.S. citizen attending an American university should understand the history and public institutions of the U.S. under the federal and state constitutions.

SCHOOL REQUIREMENTS

Unit Requirement for Graduation. The minimum number of units for the Bachelor's degree is 180 (counting Advanced Placement units) and a maximum of 216 units (not counting Advanced Placement units). Of the 180-216 units, 60 units must be upper division (numbered 100-199) and up to eight units of 300 level courses may be applied toward the degree for music majors concentrating in music education.

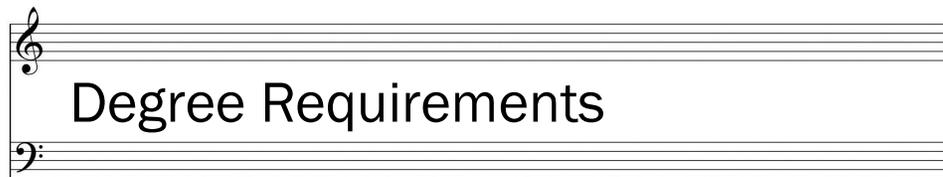
Writing I. Students who have not been exempted from Writing I, should complete English Composition 3 at UCLA within the first three quarters of residency. For a list of exemptions, visit the student handbook or the general catalog online.

Writing II. One course from the list of approved Writing II courses (available online, through degree audits, or in the Office of Student Services).

Quantitative Reasoning. Students must complete one course from the list of approved quantitative reasoning courses (available online, through degree audits, or in the Office of Student Services).

Foreign Language. All students must complete at least level 3 of a foreign language at UCLA. The requirement must be completed within the first six terms of residence. For a list of exemptions and substitutions, visit the student handbook or the general catalog online.

Diversity. Students must complete one course from the faculty-approved list of diversity courses (available online, through degree audits, or in the Office of Student Services).



Degree Requirements

Music Concentrations: Upper Division Requirements Composition.

Course #	Course Title	Units
Music 120ABC	Music Theory IV, V, VI <i>Note: Grade of "C" or better required for each</i>	12
Music 140ABC	History and Analysis of Western Music <i>Note: Grade of "C" or better required for each</i>	15
Music 104A or 104B	Counterpoint	3
Music 106AB	Orchestration I, II	8
Music 116	Introduction to Conducting	2
Music 166FWS	Advanced Instruction for Composition Specialist	12
Music 124A or B or C	Scoring	4
Music C176	Electronic Music Composition	4
Electives	To be selected from any upper division ethnomusicology, music, or music history courses.	8

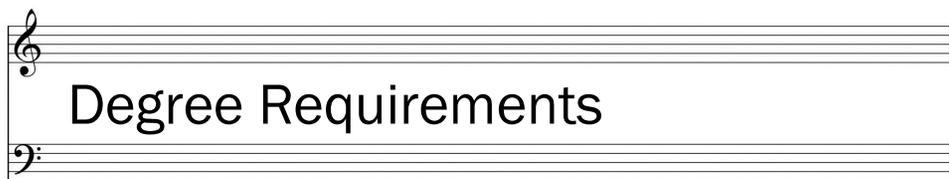
A senior recital of at least thirty minutes of original music is required.

UPPER DIVISION REQUIRED UNITS: 68

TOTAL LOWER DIVISION and UPPER DIVISION REQUIRED UNITS: 113

Performance.

Course #	Course Title	Units
Music 120ABC	Music Theory IV, V, VI <i>Note: Grade of "C" or better required for each</i>	12
Music 140ABC	History and Analysis of Western Music <i>Note: Grade of "C" or better required for each</i>	15
Music 160A-165*	Instruction in Performance	12
Music C175	Chamber Ensemble	4
Music C158	Advanced Vocal Repertoire, Diction, and Interpretation (<i>vocal performance</i>)	4
Electives	To be selected from any upper division ethnomusicology, music, or music history courses.	8



Degree Requirements

MUSIC MAJOR

The undergraduate degree in Music is a classically oriented program of music performance, composition, and education. The major is designed for students who wish to combine excellent musicianship with academic studies. The curriculum provides a firm foundation for an academic or professional career.

Course #	Course Title	Units
Music M6ABC	Introduction to Musicianship <i>Note: Grade of "C-" or better required for each</i>	6
Music 20ABC	Music Theory I, II, III <i>Note: Grade of "C-" or better required for each</i>	9
Music 60A-65*	Undergraduate Instruction in Performance	12
Music 66F, 66W, 66S	Undergraduate Instruction for Composition Specialist (<i>composition concentration only</i>)	6
Music 74ABC	Introduction to Singing Diction (<i>voice students only</i>)	6
Music C90A-N, C90Q-90S	Performance Organizations – <i>as assigned by the Chair or designated faculty member (utilizing student's major instrument)</i> Composition and Performance Concentrations Music Education Concentration	12 18

*for every quarter a student takes instrumental or vocal lessons, they must enroll in a performance ensemble.

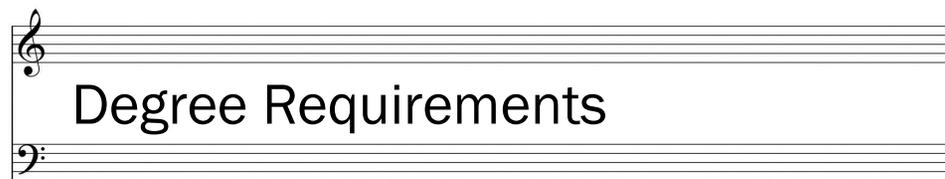
LOWER DIVISION REQUIRED UNITS

Composition, Music Education and Performance (vocal): 45

Performance (instrumental): 39

Foreign Language. Level 3 of French, German, Italian, or Spanish – To be satisfied by a level 3 college course or placement examination.

Performance Jury. All music majors receiving applied lessons are required to perform a jury. Consult with your studio instructor for jury policies and procedures.



Degree Requirements

General Education. Students in the Herb Alpert School of Music shall complete eight general education courses (a minimum of 38 units) with an average grade of "C" (2.0) or better. Transfer students who have completed IGETC or transfer students who have completed General Education Requirements at another UC campus prior to being admitted to UCLA are not required to complete the School's GE requirements. The courses must be taken from all three areas of UCLA's General Education program as follows:

(A) Foundations of the Arts and Humanities: Three courses from: 1) Literary and Cultural Analysis, 2) Philosophical and Linguistic Analysis, and 3) Visual and Performance Arts Analysis and Practice. Courses in the student's major field may meet these requirements.

(B) Foundations of Scientific Inquiry: Two courses in either (different departments) or both subgroups: 1) Life Sciences and 2) Physical Sciences.

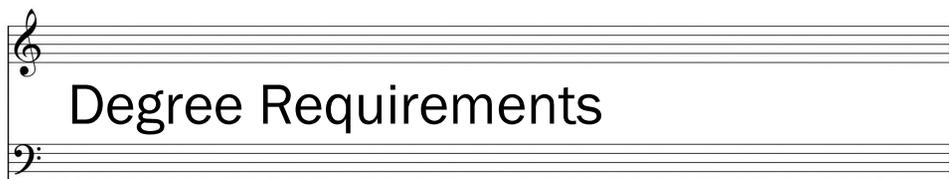
(C) Foundations of Society and Culture: Three courses at least one from each of the two subgroups: 1) Historical Analysis and 2) Social Analysis.

MAJORS REQUIREMENTS

Majors within the School of Music are designated capstone majors. Through preparation for and execution of their senior capstone projects, students demonstrate a level of proficiency appropriate for their role in department.

Music Theory Placement Test. All entering students (freshmen and transfer) in ethnomusicology (world music only), music, and music history are required to take the Music Theory Assessment Examination either during New Student Orientation or during zero week of Fall Quarter. The examination score is used to determine eligibility and placement in first-year music theory course (Music 20A). Examination results may require enrollment in Music 3 as a requisite to 20A.

Musicianship Placement Test. All entering students in ethnomusicology, music, and music history are required to take Music M6A. To enroll in M6A, students must take the Musicianship Placement Test on the first day of class during week zero. The examination score is used to determine placement in a section of M6A.



Degree Requirements

ETHNOMUSICOLOGY MAJOR

Ethnomusicology involves the study of music from all over the world, using a variety of disciplinary perspectives. Most courses combine an interest in music as an art form with questions about how musical art and practice relate to other aspects of culture, society, politics, and economics.

Course #	Course Title	Units
Ethno M6ABC	Introduction to Musicianship <i>Note: Grade of "C-" or better required for each</i>	6
Music 20ABC	Music Theory I, II, III <i>Note: Grade of "C-" or better required for each (world music only)</i>	9
Ethno 20ABC	Musical Cultures of the World <i>Note: Grade of "C-" or better required for each (world music only)</i>	15
Ethno 91A-Z or 92	World Music Performance Organizations	12
Ethno 71A-I	Instruction in Jazz Performance (<i>jazz studies only</i>)	12

LOWER DIVISION REQUIRED UNITS

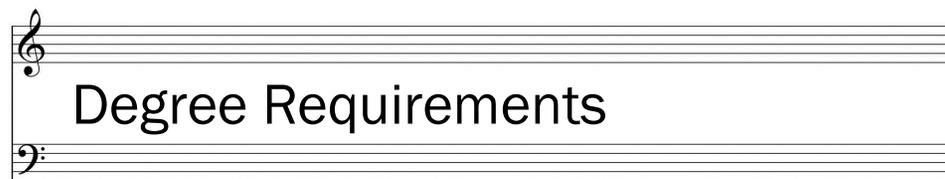
World Music Concentration: 42

Jazz Studies Concentration: 30

Ethnomusicology Concentrations: Upper Division Requirements

World Music

Course #	Course Title	Units
Ethno 175 or 181	Sociology of Music or Anthropology of Music	4
Ethno 183	Study of Ethnomusicology	4
Ethno 161A-Z or 162	Advanced World Music Performance or Advanced Private Instruction in Music	12
Capstone Project	Project selected from Performance, Public Ethnomusicology, Scholarly Research, or Independent capstone	4-8
Electives	To be selected from any upper division ethnomusicology courses.	32-36



Degree Requirements

UPPER DIVISION REQUIRED UNITS: 56-64

TOTAL LOWER DIVISION and UPPER DIVISION REQUIRED UNITS: 98-106

Jazz Studies

Course #	Course Title	Units
Ethno M110AB	African American Musical Heritage	10
Ethno M111	Ellingtonia	4
Ethno C122ABC	Jazz Styles and Analysis	12
Ethno 127ABC	Jazz Keyboard Harmony I, II, III	6
Ethno 129ABC	Jazz Theory and Improvisation	6
Ethno 171A-I	Instruction in Advanced Jazz Performance	12
Ethno 177 and/or 161T	Jazz Combo/Jazz Orchestra	12
Ethno186	Senior Recital	2
Electives	To be selected from any upper division ethnomusicology courses.	4

UPPER DIVISION REQUIRED UNITS: 68

TOTAL LOWER DIVISION and UPPER DIVISION REQUIRED UNITS: 98