

# BAYLOR UNIVERSITY

Dear Graduate Students:

We are delighted that you will be attending Baylor University this fall as a new Master of Music or Ph.D. or D.M.A. student. With the semester scheduled to begin on August 20, we want to alert you to events that will occur prior to the beginning of classes. We encourage you to arrive in Waco before August 12 if possible. **International students must arrive no later than August 12. You must attend a mandatory immigration check-in and orientation workshop on August 13.** The International Scholars and Students office will send you more detailed information about that event.

**If you are in Waco during the summer, you may be advised and register for classes before August 11. We strongly encourage you to do this. Please make an appointment with the Graduate Program Director to be advised.** Dr. Laurel Zeiss will continue as director until May 31. Dr. Timothy McKinney will begin his term as director on June 1. It is preferable to meet in person. However, for some degree plans you may be able to be advise over the phone. If your plans have changed and you have decided not to enroll at Baylor in the fall, please notify us.

**Diagnostic testing for music graduate students** will be held on **Tuesday, August 14**. The schedule of events is as follows:

## **Tuesday, August 14**

8:30 a.m.	Orientation Meeting with Graduate Program Director Seminar Room 1, Moody Library, 3rd floor
8:45 a.m.-11:45 a.m.	Music History Diagnostic Examination, Seminar Room 1, Moody Library, 3 <sup>rd</sup> floor
11:45 a.m.-1:00 p.m.	Luncheon, sponsored by Music Library and the School of Music Dean Moody Library, 3rd floor
1:00 p.m.-2:30 p.m.	Music Theory Diagnostic Examination Seminar Room 1, Moody Library, 3rd floor
2:00 p.m.-5:00 p.m.	Advising (for those not already advised) Roxy Grove 111
3:15 p.m.-4:15 p.m.	Diction Diagnostic Exam (Vocal Performance, Choral Conducting, Church Music with Vocal Emphasis, and Collaborative Piano majors only) Place: Waco Hall East, Room 109
3:00 p.m.-5:30 p.m.	Financial settlement in Cashier's Office, first floor, Robinson Tower (for those who have not already done this)

## **Friday, August 17**

1:00 p.m.-3:00 p.m.	Piano Proficiency for Composition, Musicology, Church Music (MM and PhD), and Music Theory majors; students in these areas must demonstrate level IVs or VIIIs proficiency, depending on major. (The requirements can also be fulfilled by taking 2 semesters of piano with a minimum grade of "B.") Students with 5 years of piano or less should
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report to Roxy Grove 205; students with 6 years of piano or more should report to Waco Hall East 210.

**PhD and DMA students** should set up an appointment with Dr. David Music for voice and conducting diagnostic examinations.

**Students who must take the Piano Literature Diagnostic Examination** (Piano Performance, Piano Pedagogy, and Collaborative Piano majors) will be contacted the week prior to the beginning of classes about the procedures for doing this.

**Why are you taking these exams?** You must take them for a variety of reasons. First, we want you to succeed in your studies. These exams assess your preparedness for required courses in your degree plans and/or skills and information required to succeed in your performance areas. Second, they help us better advise you concerning what courses you need to take and what skills you need to improve upon before you complete your studies. During your final semester, you will take similar comprehensive exams. **If the diagnostic exams reveal certain weaknesses, then you may be required to take review classes.** These will add credits to your degree plan that your scholarship or assistantship may not cover. Therefore, it is in your best interest to prepare for these tests and do well.

For information about the nature and content of the diagnostic examinations and how they are used, see the Handbook for Graduate Students in the School of Music portion of the Baylor website. For individual handouts about the exams, please see Documents for Graduate Students:  
<http://www.baylor.edu/music/index.php?id=93532>

**Auditions for ensembles** will be held Thursday-Saturday, August 16-18. Material to prepare for auditions will be posted on the School of Music website on July 20 (possibly earlier).

**Graduate students who have received assistantships that include stipends** will be informed of duties and responsibilities during the first week of classes. Students receiving a stipend for the first time must report to the Office of Student Employment in the Sid Richardson building to complete an I-9 and a W-4 before the first payment will be issued. **Please bring (1) a passport, or (2) a valid U.S. state issued driver's license with photo and an original Social Security card, or (3) a Baylor photo I.D. with an original Social Security card.** For more information, see [https://www.baylor.edu/student\\_employment/](https://www.baylor.edu/student_employment/)

**The Graduate School will hold an orientation for new students on Wednesday, August 15.** You should receive information about this in a separate mailing from the Graduate School. Your attendance at that orientation is optional, but encouraged. **Again, international students must attend an additional orientation meeting sponsored by the International Scholars and Students Office on August 13.**

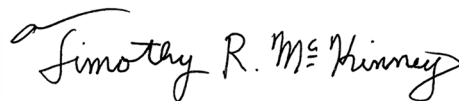
**Please send an email address where you can be reached over the summer to**  
[Melinda\\_Coats@baylor.edu](mailto:Melinda_Coats@baylor.edu).

If you have questions concerning the diagnostic examinations or other graduate matters, please call 254-710-2360 or email [Melinda\\_Coats@baylor.edu](mailto:Melinda_Coats@baylor.edu). Congratulations again on being accepted to the Graduate Program of the Baylor University School of Music! We look forward to seeing you later this summer.

Sincerely,



Dr. Laurel E. Zeiss  
Graduate Program Director [Until May 31]  
[Laurel\\_Zeiss@baylor.edu](mailto:Laurel_Zeiss@baylor.edu)



Dr. Timothy McKinney  
Graduate Program Director [Starting June 1]  
[Timothy\\_McKinney@baylor.edu](mailto:Timothy_McKinney@baylor.edu)