

# Undergraduate Advising Handbook



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 Herberger College  
of the Arts

ARIZONA STATE UNIVERSITY

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## WELCOME

The ASU Herberger College of the Arts houses the schools of Art, Music, and Theatre & Film, and the department of Dance, and is one of the nation's leading places for the study, practice and development of the arts. The college provides a vibrant, innovative and accomplished environment, one focused on collaboration and community. Students experience rigorous academic and artistic programs, the professional depth of an internationally acclaimed faculty, award-winning facilities and a sense of a small community within the liberating framework of the larger university.

The Herberger College Office of Student Academic Services welcomes you to our community of artists. We are a central location for academic resources for all new and currently enrolled students majoring in Art, Dance, Music and Theatre & Film. Our office aims to provide you with personal assistance throughout your college journey, from university admission, to graduation and career planning. Our experienced staff also can assist you in understanding and complying with university, college and departmental policies and procedures.

### **Degrees**

The Herberger College offers 34 bachelor's degree programs in art, dance, music, and theatre & film, four minors and BIS concentrations in art history, dance, music, and theatre.

- The School of Art offers the bachelor of arts degree in art history, art studies, digital art, and museum studies; and the bachelor of fine arts degree in art education, ceramics, drawing, fibers, intermedia, metals, painting, photography, printmaking, and sculpture.
- The Department of Dance offers the bachelor of fine arts in dance and the bachelor of fine arts in dance with a concentration in dance education.
- The School of Music offers the bachelor of arts in music and the bachelor of music in choral/general music education, instrumental music education, string music education, music therapy, guitar performance, jazz performance, keyboard performance, music theatre, orchestral instrument performance, piano accompanying performance, voice performance, and theory and composition with a concentration in theory or composition.
- The School of Theatre and Film offers the bachelor of arts in theatre with an optional concentration in acting or an optional concentration in design and production, and the bachelor of arts in film with a concentration in film and media production.

### **Concurrent Degrees**

Some students choose to pursue two baccalaureate degrees simultaneously. ASU calls this a concurrent degree. In order to apply for a concurrent degree, the ASU Herberger College requires students to have completed their audition or portfolio review for entrance into a major within the Herberger College, and students must also complete at

least 12 semester hours of requirements for each degree with a 3.0 cumulative ASU GPA before filing a Standards Committee Petition (see standards petitions) requesting to pursue both degrees. If the concurrent degree is outside the Herberger College, students must submit a Standards Committee Petition to the other college, school or department that houses the other degree.

Some colleges or schools have additional requirements for their majors and students must follow the policies and procedures for both the ASU Herberger College and the other unit that houses their concurrent degree.

Art majors seeking a second BA or BFA in art must petition the Herberger College after completing 12 hours in the specialization courses for both degrees. The second degree in art requires 24 hours of courses that meet art requirements in the major and these may not duplicate any of the courses taken for the first degree.

Music majors seeking a second degree in music must petition the Herberger College after completing 12 semester hours in the specialization courses for both degrees. The second degree in music requires at least 24 semester hours of courses that meet music requirements in the second degree. These 24 hours may not duplicate any of the courses taken for the first degree. Students pursuing dual performance degrees must complete the recital requirements for each major.

### **Minors**

A minor is an approved, coherent concentration of academic study in a single discipline, involving substantially fewer hours of credit than a corresponding major. Most ASU colleges offer undergraduate minors in addition to majors. The ASU Herberger College provides an opportunity for students majoring in other disciplines to sustain their interest in the arts through a structured program of required courses and electives leading to a minor. The minor is not intended as a substitute for professional work in the arts, but as a complement to various curricula. Minors are offered in Art History, Dance, Music, and Theatre. The total number of semester hours required for a minor ranges from 18 to 25.

Students in most majors may pursue one or more minors and, upon successful completion of the prescribed course work, have that accomplishment officially recognized on the ASU transcript at graduation if (1) the college and/or department of the minor officially certifies, through established verification procedures, that all requirements for the minor have been met and (2) the college (and, in certain colleges, the department) of the student's major allows the official recognition of the minor.

A student wishing to pursue a specific minor should consult an academic advisor in the unit offering that minor to ensure that an appropriate set of courses is taken. The student should also consult with an academic advisor in the college or department of his or her major to make sure the college or department of the major allows the recognition of the minor.

## **BIS Concentrations**

A concentration in art history, music, dance, or theatre is available under the Bachelor of Interdisciplinary Studies (BIS) degree, a program intended for the student who has academic interests that might not be satisfied with existing majors. Building on two academic concentrations (or one double concentration) and an interdisciplinary core, students in the BIS program take active roles in creating their educational plans and defining their career goals. More information on the BIS degree program can be found here: <http://universitycollege.asu.edu/sis/index.php>.

## COMMUNICATION

### **ASURITE**

Every person at ASU is assigned an ASURITE UserID. This UserID is unique for each student to use as long as he or she is associated with the university and follows the appropriate policies and guidelines. The ASURITE UserID is used to access various services at ASU such as e-mail, course registration and student grades. Because the ASURITE UserID is used for such a wide variety of access, including sensitive information such as student grades, it is important to protect the password. Do not share it with others. Students should change their password frequently and pick passwords that are difficult to guess. Contact the IT Help Desk if you suspect your access has been compromised: <http://www.asu.edu/it/helpdesk/> or by phone (480)965-6500.

Go to the ASURite Activation and Service Management page (<http://www.asu.edu/asurite/>) to:

- Activate your new ASURITE UserID
- View or make changes to your ASURITE UserID
- Reset your password

### **ASU e-mail**

All new ASU students will automatically receive G-mail for ASU e-mail accounts. These accounts offer a number of exciting benefits:

- A massively increased storage quota - 2 Gigs
- Shared calendaring to coordinate schedules with classmates
- Instant messaging capability right from your inbox
- A search mechanism to find your emails
- Improved spam and virus filtering

For more details or to sign up simply click [www.asu.edu/emailsignup](http://www.asu.edu/emailsignup). For frequently asked questions, please visit [gmail.wiki.asu.edu](http://gmail.wiki.asu.edu). If you have already signed up, you can access your Gmail account at [email.asu.edu](http://email.asu.edu).

### **Blackboard Information Sites**

The Herberger Advising Team uses the Electronic Blackboard system to disseminate information to all majors. We have created a blackboard site for art, dance, music, theatre & film, and all students in art, dance, music, and theatre & film who have yet to successfully audition or complete a portfolio review.

These sites were created to keep students informed & provide 24-hour access to ASU resources & services. The site can be accessed through the MYASU web portal. To enter the site, you must have activated & know your ASURITE ID and password. You have automatically been enrolled in the information site for your major. If you have not been automatically enrolled, you will be able to request access from the Blackboard site.

1. Go to the MYASU button located on the ASU Main Web page at [www.asu.edu](http://www.asu.edu).
2. Sign-in by entering your ASURITE ID & Password at the top of the web page and then click the **“Login”** button.
3. Click on the **“Courses & Orgs”** button located at the top of the page.
4. Click on the [Click Here to Access Your Courses](#) link.
5. Click **the Information Site link** in the **“My Organizations”** section to enter the site.

## ACADEMIC ADVISING

Our academic advising team assists students with understanding school, college and university policies and procedures, planning curriculum check sheets, registering for courses, and, ultimately, graduation. Our advisors are crossed-trained in art, dance, music, theatre & film to better assist you.

Students who have completed 60 hours or less must meet with an advisor before registering for classes each semester. Students must also meet with an advisor in the semester in which they complete their 87<sup>th</sup> hour in order to file their declaration of graduation.

### **Evaluation of Transfer Credit**

If you have been admitted to ASU with transfer coursework from outside the state of Arizona, you should complete a transfer credit evaluation with your Herberger College advisor as soon as possible. Be prepared to provide course descriptions and syllabi from the previous institution. In some cases, more information may be required to make the evaluation. Remember, all courses offered at community colleges transfer to ASU as lower division (100-200 level) credit. No more than 64 hours from a 2-year institution may be applied toward the minimum 120-hour total that is required for the degree.

### **Advising Tools**

#### **E-Advisor – Your Degree Program Critical Requirements and Major Map**

Beginning with first-time freshman following the 2007-08 catalog, ASU has developed E-Advisor, a critical requirement system that includes academic major maps to help students persist to graduation. The major maps illustrate typical four year degree plans showing how the prerequisites and required courses fit into a four-year plan. The system keeps students informed about graduation requirements for their major, helps students plan for and schedule appropriate courses in the correct sequence to maximize success, and helps students learn how to monitor progress towards their degree.

The system currently is available through PDF documents and the Degree Audit Reporting System (DARS). Beginning in fall 2008, the system will be fully automated through myASU. Currently, the critical requirements and major maps can be found here: <http://www.asu.edu/programs/majormaps/>. This option is not available to students following the 2006 catalog or earlier.

#### **Guidelines for Determination of Catalog Year**

The *General Catalog* is published online annually (<http://www.asu.edu/catalog/>). Department, school, division, college, and university requirements may change and are upgraded often. In determining graduation requirements, an undergraduate student may use only one edition of the *General Catalog* but may elect to follow any subsequent

catalog. Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees. Students transferring among Arizona public higher education institutions must meet the admission, residency, and all curricular and academic requirements of the degree-granting institution. For more information, and a helpful chart, see the General Catalog.

### **Curriculum Check Sheets**

The check sheet is a document that breaks down the course requirements for a particular degree program. It shows core course requirements, general studies requirements, and possible electives or related fields. This tool helps the student and his/her advisor easily determine which requirements have been satisfied and which have yet to be satisfied.

Curriculum Check Sheets can be found here:

<http://www.asu.edu/provost/articulation/checksheets/index.html>.

### **Degree Audit Reporting System**

A Degree Audit Report (DARS) is an automated process that matches courses you have completed with the requirements of a particular academic degree program, resulting in a report that shows you which requirements are satisfied and which requirements remain to be fulfilled. It is intended to serve as a guide for efficient selection of courses toward graduation.

#### **Guidelines for Running a DARS Report:**

- First you need to go to ASU Interactive and login with your ASURITE ID and Password ([www.asu.edu/interactive](http://www.asu.edu/interactive))
- From ASU Interactive, click on the “Request/View my Degree Audit (DARS).”
- On the DARS Screen, select “AUDITS” and “REQUEST A NEW AUDIT”
- The screen will change and you will want to follow these steps:
  - Check the “Run Selected Program” button (otherwise it won’t work!)
  - Select ASU – Arizona State University for your Location
  - Select the first letter for your degree program
  - Select your degree program (A=Art; D=Dance; M=Music; T=Theatre & Film)
  - Select your specialization (or your major)
  - Select your catalog year\*\* (see note on determining catalog year above)
  - Lastly – hit submit!

- You will probably need to hit refresh a couple of times for your DARS to show up.
- After your DARS shows on the screen, click on “OPEN AUDIT” to view your DARS report.
- Click on Open All Sections and Printer Friendly.
- Congratulations! You successfully ran a DARS report. Now you can print this report and know exactly where you stand!

## HERBERGER ADVISING TEAM

The Herberger College Advising Team includes 6 full-time staff members dedicated to undergraduate academic advising. For a current list of the advising team members, please see the website: <http://herbergercollege.asu.edu/students/advising/index.html>.

### **Advising Appointment Homework**

All students must come prepared with the following before they can see an advisor:

1. A current copy of your DARS report. See the above information on how to run a DARS report or consult the Herberger College website here: <http://herbergercollege.asu.edu/students/graduation.html>.
2. A copy of your completed degree check sheet for your major and your catalog year. Degree check sheets can be found here: <http://www.asu.edu/provost/articulation/checksheets/index.html>.
3. A written, preliminary plan detailing courses you are planning to take next semester. The Schedule of Classes is available online at <https://sec.was.asu.edu/soc/>.

### **Advising Appointments**

To better address student needs, the Herberger College Advising Team holds walk-in and scheduled advising appointments.

### **Scheduled Appointments**

Students may call (480)965-4495 to schedule an appointment during weekday business hours – 8:30 – 4:30pm.

## **Regular Walk-In Appointments**

**Monday 9:00-11:30, Tuesday 1:00-3:00, Friday 8:30-11:30 and 1:00-3:00**

There will be no walk-in advising hours when classes are not in session or during winter or summer session.

## **Regular Walk-In Policies**

The following issues are **NOT** eligible for walk-in service, and are by appointment only, due to time concerns. Only issues that can be resolved in less than 15 minutes are appropriate for walk-in service.

1. Students interested in double majoring
2. New students
3. Transfer students
4. Students in need of long-term career or academic planning
5. Students wanting to change majors
6. DOGS (declaration of graduation)

## **Extended Walk-In Appointments**

**Monday-Friday from 9:00 am – 2:30 pm and other times as announced**

- Extended walk-in hours will be held during the first week of the fall and spring semester, during the regular drop/add period.
- Extended walk-in hours may be held at other times and are announced in advance through e-mail and on the Blackboard information sites.

## **Disclaimer for all students utilizing walk-in hours:**

In the event of unforeseen circumstances, such as illness, family emergency, etc., walk-in hours may be canceled without advance notice.

## **STUDENT RECORDS**

Your student record is your responsibility. This section of the handbook will provide you with detailed information regarding your student record, how you register or make changes to your record, and how you successfully plan your academic career. It is your responsibility to register for classes by the deadlines published in the Academic Calendar and to make any and all changes to your student record.

## **Academic Calendar**

The Registrar's Office publishes an academic calendar each year and semester with exact deadlines for registration, adding and dropping classes, withdrawing from a class, withdrawing from the University, etc. The calendar may be found here: <http://www.asu.edu/calendar/academic.html>. All students are responsible for adhering to these deadlines. Contact the University Registrar's Office which publishes a more detailed calendar in Adobe PDF format.

### **Registration**

ASU Interactive (<http://www.asu.edu/interactive>) is ASU's website for registration, tuition payment, grade inquiry, DARS, official and unofficial transcripts, address and telephone update, and more. You may use ASU Interactive to register for courses once registration for a given semester and your enrollment appointment opens. Enrollment appointments are assigned to students by the Registrar's Office.

Hours of availability (Mountain Standard Time) are:

Monday through Friday	7AM - 9PM
Saturday	7AM - Noon
Sunday	Noon - 6PM

You may also register in-person at the Records Office, Student Services Building room 140, Monday - Friday 8:00 am - 5:00 pm. The phone number is (480) 965-3124. Registrar's staff will process your registration, drop/add and withdrawal forms and give you a printed schedule/billing statement.

### **Course Overrides**

Any student who would like to register for a course that is full, a course that requires certain prerequisites the student does not have, or a course that conflicts with another course in the student's schedule may contact the course instructor and request an override. The professor for the course will determine whether or not to allow overrides.

Students who wish to be considered for an override should fill out the required override form and take it to the instructor for signature, available online:

[http://www.asu.edu/registrar/forms/pdf/Override\\_Authorization.pdf](http://www.asu.edu/registrar/forms/pdf/Override_Authorization.pdf). For online classes, students should complete the form and e-mail the instructor. If the instructor agrees to allow the override, he or she can reply to the e-mail and the student should print the e-mail and take it, along with the override form to the office that houses the course.

Many section-full override requests cannot be accommodated. As a result, students who are seeking a section-full override should continue to check on-line to see if a space opens up in the class they wish to attend.

### **Course Overloads**

Any student wishing to register for more than 18 credit hours in a semester or 3 credit hours in Winter Session must complete an HCFA Overload petition. This form can be

found on the Herberger College Student Academic Services website forms section here: <http://herbergercollege.asu.edu/students/forms.html> or on the Blackboard information sites. *An overload is a privilege, not a right.* For semester overloads of 19-21 hours, students must have an established ASU cumulative GPA of 3.0 or higher and have successfully completed two semesters at ASU with 16-18 semester hours. For winter and summer session overloads, permission is granted at the discretion of the Assistant Dean for Enrollment Management and Student Success.

### **General Catalog**

The ASU *General Catalog* is the official source of information for programs and requirements of ASU and its colleges, schools, and departments. This catalog provides in-depth information for undergraduates and general information for graduate students and is intended to serve as a guide through your university experience. The catalog is printed online only: <http://www.asu.edu/catalog/>.

### **Schedule of Classes**

The ASU *Schedule of Classes* online is the official location for up-to-the-minute information about classes being offered each semester. You can use this tool to find open classes: <https://sec.was.asu.edu/soc/>.

## **MAKING CHANGES TO YOUR REGISTRATION**

Please remember that ignorance of a regulation or policy is not a valid basis for requesting an exception. While some circumstances are beyond a student's control, meeting deadlines and academic standards are your responsibility as an ASU student.

### **Adding or Dropping a Course**

Students registered for courses may drop or add courses during the University's drop/add period. See the *Academic Calendar* or the *Winter* or *Summer Session Bulletins* for dates of drop/add periods. During this period, a student may drop one or more but not all scheduled courses without penalty. Courses that are dropped do not appear on the student's transcript and fees paid are refunded according to the refund schedule printed in the *Schedule of Classes*, depending on the student's remaining hours. A student who wishes to withdraw from all courses during the drop/add period must process a complete withdrawal from the university. Courses may be dropped through ASU Interactive during the add/drop period *or* in-person by using the add/drop form: <http://www.asu.edu/registrar/forms/pdf/Drop-Add.pdf>.

### **Course Withdrawal**

During the second week through the 10th week of the fall or spring semester; the third day through the third week of a summer session, a student may withdraw from any course with a mark of "W." See the *Schedule of Classes* or the *Summer Session Bulletin* for dates of the withdrawal period. The mark of "W" simply

means that a student opted not to take a course. The “W” is not factored into GPA calculation and has no bearing on a student’s academic record.

Requests to drop a class after the drop deadline will not be honored and students must instead take a course withdrawal. Requests to withdrawal from a class after the withdrawal deadline will not be honored and students must accept the grade they receive in the course.

A student may not avoid any penalty for academic dishonesty by withdrawing from a course. A student may be reinstated to a course to receive a penalty of a reduced or failing grade, or XE.

You may withdraw from a course through ASU Interactive during the withdrawal period *or* in-person by using the add/drop form:  
<http://www.asu.edu/registrar/forms/pdf/withdrawal.pdf>.

### **Instructor-Initiated Drop**

An instructor may drop a student for nonattendance during the second week of classes in fall or spring semesters or the first four days of each summer session. Instructor-initiated drops for nonattendance are signed by the dean or dean’s designee. The college notifies students by mail. It is recommended that the student contact the instructor before the end of the first week of classes if absences during that period cannot be avoided. Students should not assume that they will be withdrawn from a course for nonattendance.

### **Instructor-Initiated Withdrawal**

An instructor may withdraw a student from a course with a mark of “W” or a grade of “E” only if the student’s continued presence in the course is disruptive to the instructor’s ability to conduct the course. A student may appeal an instructor-initiated withdrawal within 10 days of being withdrawn to the Standards Committee of the college which offers the course. The committee’s decision is final.

### **Complete Withdrawal from the University**

To request a complete withdrawal from all classes, a student must submit a signed withdrawal request form in-person at the Registrar’s Office:  
<http://www.asu.edu/registrar/forms/pdf/withdrawal.pdf>. A student may withdraw from all courses with marks of “W” through the semester transaction deadline. See the *Schedule of Classes* or the *Summer Session Bulletin* for dates of the complete withdrawal periods.

A student may not avoid any penalty for academic dishonesty by withdrawing from a course. A student may be reinstated to a course to receive a penalty of a reduced or failing grade, or XE.

### **Medical/Compassionate Withdrawal**

A medical/compassionate withdrawal request may be made in extraordinary cases where serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from continuing in his or her classes, and where incompletes or other arrangements with the instructor are not possible. This policy covers both physical-health and mental-health difficulties. Requests for less than a complete withdrawal must be especially well-documented to justify the selective nature of the medical/compassionate withdrawal request. All applications for withdrawal require thorough and credible documentation.

A student may not avoid any penalty for academic dishonesty by withdrawing from a course. A student may be reinstated to a course to receive a penalty of a reduced or failing grade, or XE.

Information on how to file a medical withdrawal can be found here: <http://www.asu.edu/registrar/forms/info/MedicalWDProcedure.html>, and the application for a medical/compassionate withdrawal can be found here: <http://www.asu.edu/registrar/forms/pdf/Medical-Compassionate%20Withdrawal%20Request.pdf>.

## **FERPA**

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, sets forth the requirements governing the protection of the privacy of education records of students who are or have been in attendance at ASU. Arizona State University follows the Family Education Rights and Privacy Act with regard to release and/or disclosure of student education records. In some instances, additional regulations may apply. ASU's policy may be found at: <http://www.asu.edu/aad/manuals/usi/usi107-01.html>.

FERPA governs the protection of the student records including: transcripts, registration, enrollment verification, degree verification, academic advising, counseling, disciplinary, e-mail, library, medical, residential life, student accounts, tuition payment, student financial assistance, and student photo records. Requests for records from multiple offices may be simplified by submitting a single request to the University Registrar's Office which will coordinate the response. Questions may be directed to the University Registrar's Office at (480) 965-7302 or [registrar@asu.edu](mailto:registrar@asu.edu).

ASU will not disclose student records to a parent without a signed consent form, which can be found here: <http://www.asu.edu/registrar/forms/pdf/Consent%20for%20Full%20Access%20and%20Registration%20by%20Proxy%20Form.pdf>.

## **Concurrent Enrollment**

Provided that the other institution's regulations concerning enrollment, graduation requirements, and transfer of credits are not violated, a student may enroll in classes at other institutions or in independent learning courses while enrolled at ASU. However, the

student is urged to seek advising before concurrent enrollment to assure orderly progress toward a degree. If total credits exceed the maximum course load, prior permission must be granted by the college standards committee.

### **Student Forms**

The ASU Herberger College maintains a student forms webpage where common forms students need throughout their academic career can be found. If you need a form, go here: <http://herbergercollege.asu.edu/students/forms.html> first to see if it is located on this website.

### **University Declaration of Graduation**

The university requires that all students file a Declaration of Graduation (DOG) no later than the semester in which they earn their 87th semester hour, whether transferred, taken at ASU, or a combination. Preparation of a DOG gives you an opportunity to plan your remaining required and elective courses and provides you with a timetable for completion of your degree requirements. Remember, when you sign your DOG, you confirm that you have reviewed a degree audit for the appropriate catalog year and degree program. Further, you acknowledge that it is *your* responsibility to meet degree requirements as reflected in the degree audit report. See the information found here: <http://herbergercollege.asu.edu/students/graduation.html> for step-by-step directions on how to file a DOG.

### **Standards Petitions**

Students who wish to request a variance to a catalog requirement must submit the appropriate standards petition.

For a variance to a requirement within a student's major (substituting one art/dance/music/theatre or film course for another), students submit a school or department standard petition which can be found here under the unit heading that houses the student's major: <http://herbergercollege.asu.edu/students/forms.html>.

For a variance to a Herberger College or University requirement (such as a variance to the general studies requirements, waiver of the final 12 hours of residency, taking a course for the third time, following an earlier catalog, pursuing concurrent degrees), students must complete a University Standards Petition. Information on completing the Herberger College Standards Form can be found here:

[http://herbergercollege.asu.edu/students/petition\\_instructions.html](http://herbergercollege.asu.edu/students/petition_instructions.html). The Standards Petition Form can be found here:

<http://herbergercollege.asu.edu/students/forms/standards01.pdf>.

### **Attendance**

Go to class! It's that simple. If you don't go to class, you won't pass. Even if your class does not have strict attendance requirements, it is important to attend all of your classes to get the most from your college education. Absenteeism will dramatically hurt your grades and the amount you learn.

## CLASS STANDING

Your class standing is determined by the number of hours you have earned:

Freshman – 24 or fewer semester hours earned

Sophomore – 25 to 55 semester hours earned

Junior – 56 to 86 semester hours earned

Senior – 87 or more semester hours earned

## GRADES AND YOUR GPA

ASU uses the following grades for coursework:

<i>Grade</i>	<i>Undergraduate Definition</i>	<i>Graduate Definition</i>	<i>Value</i>
A+			4.33
A	Excellent	Excellent	4.00
A-			3.67
B+			3.33
B	Good	Good	3.00
B-			2.67
C+			2.33
C	Average	Passing	2.00
D	Passing	No Graduate Credit	1.00
E	Failure	Failure	0.00
I	Incomplete	Incomplete	—
NR	No Report	No Report	—
P	Pass	n/a*	—
W	Withdrawal	Withdrawal	—
X	Audit	Audit	—
Y	Satisfactory	Satisfactory	—
	Course In Progress	Course In Progress	—

### Calculating your Grade Point Average

In order to graduate from ASU and the Ira A. Fulton School of Engineering, you must earn a minimum cumulative GPA of 2.0 on a 4.0 scale. Individual units may have additional GPA requirements for graduation. Use the following values to calculate your grade point average:

A+ = 4.333	A = 4.000	A- = 3.667
B+ = 3.333	B = 3.000	B- = 2.667
C+ = 2.333	C = 2.000	
D = 1.000		
E = 0.000		
NOTE: Grades of X, W, and Y are not used to calculate honor points.		

Multiply the credit hours for each course by the grade points corresponding with your letter grade to produce honor points for each class. Figure your total credit hours and your total honor points. Divide the total number of honor points by the total number of semester hours graded.

Visit <http://www.vpsa.asu.edu/vpsa/gpa/> to find ASU GPA calculators that show you how to

1. calculate the possibility of reaching your desired cumulative GPA in a semester;
2. calculate the effect on your cumulative GPA when a lower division (100-299) course is repeated; and
3. calculate the effect on your cumulative GPA when an upper division (300-499) course is repeated.

To get the most accurate results from the calculators, you should know certain information about your grades at ASU, and you can get that information from your semester grade report on ASU Interactive.

### **Effect of Repeating Courses at ASU**

If you earn a grade of D, E, W, or X in an undergraduate course at ASU you may take the course again for credit. After you complete eligible lower division (100- and 200-level) courses a second time, your transcript shows both grades, but your cumulative GPA reflects only the higher grade. After you repeat upper division (300- or 400-level) courses, your cumulative GPA and transcript reflect both grades; the additional hours are removed from your total.

You may not repeat a course for credit if you earn a grade of C or better. Repeating a class in order to improve a C grade is considered duplication of credit. The first grade you earn for the class will be calculated in your grade point, and the second grade will not be counted toward your degree.

You must complete a Herberger College standards petition in order to take a course more than twice.

## **ACADEMIC RECOGNITION**

### **Dean's List**

If you complete 12 or more graded semester hours during a semester in residence at ASU with a GPA of 3.50 or higher, you are eligible for the Dean's List. You will receive a certificate from the Herberger College Dean for each semester you are on the Dean's List.

### **Graduation with Academic Recognition**

If you complete at least 56 hours of resident credit at ASU and achieve a qualifying GPA, you will graduate with academic recognition.

Cumulative GPA	Designation
3.40-3.59	cum laude
3.60-3.79	magna cum laude
3.80-4.00	summa cum laude

## ACADEMIC STANDING

### **Good Standing**

Students in the ASU Herberger College are considered in good standing for the purpose of retention if they maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU. However, to enter certain undergraduate degree programs in the college, students must maintain a minimum GPA within their major and/or a minimum cumulative GPA. These minimum GPAs vary according to the given program.

### **Probation**

Any student who does not maintain good standing is placed on academic probation. A student on academic probation is required to observe any limitations or rules the college may impose as a condition for retention. Students are encouraged to seek advising from their major academic advisor, in an effort to improve academic standing. All Herberger College students who are placed on academic probation and continuing probation are required to attend a mandatory mid-term advising appointment and to submit completed mid-term student progress reports to the office of the assistant dean of the college. The student progress report is a means to monitor the academic performance that a probation/continuing probation student is achieving in each of his or her courses during the semester. Completed student progress reports must be returned to the Herberger College Student Academic Services Office, GHALL 116. The assistant dean will then review each report. Students will have their registration blocked if they do not attend the mandatory advising session or submit progress reports.

### **Disqualification**

A student who is on probation becomes disqualified if the student (1) has not returned to good standing or (2) has not met the required semester GPA. Disqualification is exercised at the discretion of the college and becomes effective on the first day of the fall or spring semester following college action. A disqualified student is notified by the Office of the Registrar and/or the dean of the college and is not allowed to register for a fall or spring semester at the university until reinstated.

### **Reinstatement**

Students seeking reinstatement after disqualification should contact the Herberger College Student Academic Services Office regarding procedures and guidance for returning to good standing. When reinstatement includes readmission, application

must be made to the Readmissions Section of the Office of the Registrar. All academic disciplinary action is a function of the Herberger College Student Academic Services Office, GHALL 116, under the direction of the Assistant Dean for Enrollment Management and Student Success.

## ACADEMIC INTEGRITY and STUDENT CODE OF CONDUCT

The university and the college expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the University Student Academic Integrity Policy. Please review the policy at <http://www.asu.edu/studentlife/judicial/> as you are responsible for abiding by this policy.

In addition, ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states:

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.

## STUDENT RESOURCES

### **Herberger College Student Resource Information**

The ASU Herberger College maintains an on-campus contact website with links to various student resources. This website can be found here:

<http://herbergercollege.asu.edu/students/campuscontacts.html>.

A wealth of information and helpful resources offered at ASU are at your fingertips. Simply access <http://www.asu.edu/students/> to learn more about managing your academic career, finding personal support, and staying healthy.

### **Learning Resource Center and Tutoring Services**

The Learning Resource Center (<http://www.asu.edu/studentaffairs/lrc/>) is dedicated to serving the needs of students and provides a broad range of services in support of academic success. Tutoring services (<http://www.asu.edu/studentaffairs/lrc/tutoring.htm>) are available for through a variety of resources on campus.

### **Disability Resource Center**

The Disability Resource Center (DRC) is the central location for establishing eligibility and obtaining services and reasonable accommodations for qualified students with disabilities. The Center serves as an information hub for ASU and the community. Students are encouraged to visit the DRC and make it an integral part of their educational pursuits.

Qualified students with disabilities may be eligible to receive academic support services and accommodations. Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the Disability Resource Center (DRC).

*Retroactive requests for accommodations are not accepted.*

See the Disability Resource Center website: <http://www.asu.edu/studentaffairs/ed/drc/> for information on requesting reasonable accommodations.

## SCHOOL OF ART

<http://art.asu.edu/>

### **Declaring a Major in Art**

New students interested in pursuing a major in the School of Art are admitted to the University as Art Portfolio Review majors. Typically, students interested in studio art or art education will submit portfolios for review in their second year, after they have finished their core requirements and are completing the last of the 12 hours of 200-level studio requirements.

Students must pass a portfolio review to a program and officially be a major in this program before enrolling in upper division courses for the program concentration. Students who do not pass the portfolio review after two attempts will work with the Herberger advising team to find a more suitable major in art or in the university.

Students pursuing *art studies* have no portfolio review requirements and they are eligible to enter the major provided they have an established ASU GPA of 2.5 or a high school GPA of 3.0.

Students pursuing *studio (Ceramics, Digital Art, Drawing, Fibers, Intermedia, Metals, Painting, Photography, Printmaking, Sculpture)* must complete the following classes to prepare for their portfolio submission: ARS 101 and 102; ART 111, 112, 113, 115. In addition, students must successfully complete 12 hours of the following 200-level studio classes: one 2D class, one 3D class, one course related to the concentration of choice, and one studio elective class (3D or 2D). Students submit their portfolio in the semester in which they are completing the 12 hours of 200-level studio classes. Students must maintain an overall GPA of 2.7 and an art GPA of 3.0 which must include the 30 hrs of courses listed above.

Students pursuing *art education* must complete the following classes to prepare for their portfolio submission: ARS 101 and 102; ART 111, 112, 113, 115. In addition, students must successfully complete 12 hrs of the following 200-level portfolio classes: one 2D class, one 3D class, ARE 250 with a grade of B or better, and one studio elective class (2D or 3D). Students submit their portfolio in the semester in which they are completing the 12 hrs of 200-level studio classes. Students must maintain an overall GPA of 2.7 and an art GPA of 3.0 which must include the 30 hrs of courses listed above.

Students pursuing *art history* or *museum studies* must complete the following classes with a grade of B or better: ENG 101 and 102; ARS 101 and 102. Students must maintain a cumulative GPA of 3.0 for a minimum of 30 hrs to be eligible for the concentration. Students submit their materials in the semester in which they are completing 30 hrs.

**Transfer students** who have completed these requirements may submit a portfolio before they have been admitted to ASU. To complete an undergraduate degree in four years, it is recommended that community college transfer students who are completing a

two year degree apply prior to the completion of the community college associates degree.

The School of Art recommends that students establish an advisor/mentor relationship with a faculty member as early as their freshman year. Faculty advisors/mentors can provide information and guidance as students prepare for their portfolio submission.

### **Degrees**

The faculty in the School of Art offer four concentrations for students in the BA in Art program: art history, art studies, digital art, and museum studies. These concentrations are intended to give the student a broadly based general education in the field with specialized work at the upper-division level. The major in Art consists of 45 to 79 semester hours, depending on the concentration. BA degree programs are especially suited for individuals pursuing interdisciplinary studies or a minor in another discipline.

Ten concentrations for students in the BFA in Art program are available: art education, ceramics, drawing, fibers, intermedia, metals, painting, photography, printmaking, and sculpture. With the exception of art education, which focuses on preparing students as instructors of art, each concentration is designed to prepare students as artists. The major in Art consists of 75 semester hours of course work in each concentration. At least 30 upper-division semester hours must be earned within the major.

### **Art History Minor**

The School of Art offers a minor in Art History consisting of 18 semester hours of course work, including 12 upper division electives. A minimum grade of “C” (2.00) is required in all classes in the minor. For those pursuing a minor, a minimum overall GPA of 2.00 is required. Courses may not be double counted in a major and the minor, and a minimum of 12 semester hours of resident credit at the Tempe campus is required. ARS 100 and 300 may not be used towards an Art History minor if the student is an Art major or has credit in ARS 101 and 102.

Required Courses. Select two of the following four required courses:

- ARS 101 Art from Prehistory Through Middle Ages *HU, H* .....3
- ARS 102 Art from Renaissance to Present *HU, H* .....3
- ARS 201 Art of Asia *HU, G, H* .....3
- ARS 202 Art of Africa, Oceania, and the Americas *HU, G, H*.....3

### **BIS Concentration**

A concentration in Art History is available under the Bachelor of Interdisciplinary Studies (BIS) degree, a program intended for the student who has academic interests that might not be satisfied with existing majors. Building on two academic concentrations (or one double concentration) and an interdisciplinary core, students in the BIS program take active roles in creating their educational plans and defining their career goals.

### **Faculty Advisors/Mentors**

Faculty mentors advise students about courses, professional development, graduate schools and careers. Students may consult with faculty mentors about their research and creative work, or about their professional goals, from preparing for graduate school, to career options.

**Art Education**

Mary Erickson  
Mary Stokrocki  
Bernard Young

**Art History/Museum  
Studies**

Claudia Brown  
Julie Codell  
Kate Duncan  
Betsy Fahlman  
Anthony Gully  
Amelia Malagamba  
Claudia Mesch  
Corine Schleif  
Nancy Serwint  
Gray Sweeney  
Emily Umberger  
Diane Wolfthal

**Ceramics**

Kurt Weiser  
Susan Beiner  
Sam Chung

**Drawing/Painting**

Beverly McIver  
Ellen Meissinger  
Janice Pittsley  
Mark Pomilio  
Henry Schoebel  
Jerry Schutte  
Forrest Solis

**Fibers**

Mark Newport  
Clare Versteegen

**Intermedia/Digital Art**

Dan Collins  
Angela Ellsworth  
Denis Gillingwater  
John Leanos  
Muriel Magenta

**Metals**

Becky McDonah

**Photography**

Julie Anand  
Jim Hajicek  
Bill Jenkins  
Mark Klett  
Betsy Schneider  
Stephen Marc Smith

**Printmaking**

Dan Britton  
Mary Hood  
Kathryn Maxwell  
John Risseeuw  
Joe Segura

**Sculpture**

Tom Eckert  
Hilary Harp  
Mary Neubauer  
Jim White

**Wood**

Tom Eckert

**School of Art Personnel**

<http://art.asu.edu/>

**Nancy Serwint**  
*Interim Director and Associate  
Professor*  
[nancy.serwint@asu.edu](mailto:nancy.serwint@asu.edu)  
(480)965-8521

**William Jenkins**  
*Associate Director*  
[william.jenkins@asu.edu](mailto:william.jenkins@asu.edu)  
(480)965-8521

**Betsy Fahlman**  
*Associate Director*  
[betsy.fahlman@asu.edu](mailto:betsy.fahlman@asu.edu)  
(480)965-8521

**Carol Cox**  
*Office Specialist*  
[carol.cox@asu.edu](mailto:carol.cox@asu.edu)  
(480)965-8521

**Administrative Office**  
ART 102  
P. O. Box 871505  
Tempe, AZ 85287-1505  
(480)965-8521

### **Galleries**

<http://art.asu.edu/gallery/index.html>

**Harry Wood Gallery**  
ART 120  
[hwood.gal@asu.edu](mailto:hwood.gal@asu.edu)  
(480)965-6163  
*Monday-Thursday 9 am-5 pm  
Friday 9 am-3 pm except for ASU  
holidays*

**Northlight Gallery**  
Matthews Hall 1<sup>st</sup> Floor  
(480)965-6517  
*Monday 7 pm – 9 pm  
Tuesday-Thursday 10:30 am-4:30 pm  
Saturday 12:30 pm - 4:30 pm*

**Step Gallery**  
Tempe Center- Suite 174  
(480)965-7044  
*Monday-Thursday 12 pm-5 pm Friday  
12 pm-3 pm*

**Gallery 100**  
Tempe Center- Suite 199  
(480)965-7044  
*Monday-Thursday 12 pm-5 pm  
Friday 12 pm-3 pm except for  
ASU holidays*

**Ceramic Research Center**  
North East corner 10<sup>th</sup> St. & Mill  
[http://asuartmuseum.asu.edu/  
ceramicsresearchcenter/](http://asuartmuseum.asu.edu/ceramicsresearchcenter/)  
(480)965-2787  
*Tuesday-Saturday 10 am-5 pm*

**ASU Art Museum**  
South East corner 10<sup>th</sup> St. & Mill  
*Tuesday (school year) 10 am- 9 pm  
Tuesday (summer) 10 am-5 pm  
Wednesday-Saturday 10 am-5 pm  
Closed Sunday, Monday, and holidays*

**Museum Store**  
(480)965-9076

## DEPARTMENT OF DANCE

<http://dance.asu.edu/>

### **Declaring a Dance Major**

Students who wish to major in dance are required to pass an entrance audition. All students interested in a Dance major at ASU, enter the university as “Dance Audition” majors. Upon successful completion of the audition, the student’s major is changed to “BFA Dance.”

Enrolled student auditions take place in the fall and spring of each academic year and a Prospective Student Audition takes place in February. Enrolled Student (those who are officially admitted into ASU and registered) Auditions occur during the orientation week before fall and spring semesters. Auditions, conducted by the Dance Faculty, determine technical proficiency, placement and scholarship awards. Students receive written notification of their audition results within two weeks (prospective student audition) or twenty-four hours (enrolled student audition – to facilitate registration). Please contact the Herberger College of the Arts Office of Student Academic Services for interview requirements and deadlines (480-727-9810).

Criteria for placement in dance technique classes as well as audition forms and specific audition requirements can be found on the Department of Dance Website: <http://dance.asu.edu/undergraduate/audition.htm>. You can also get this information at the Office of Student Academic Services in Dixie Gammage Hall, Room 116, phone: (480)727-9810.

All applicants to the dance major must submit supplemental material including an information form (available online or from the Herberger College of the Arts Advising Office), two letters of reference (one technique and one academic), and a 250-word essay. Your essay will be evaluated based on the following: ideas and content, organization, voice, conventions, sentence fluency, and word choice. The essay questions are as follows:

First-time dance applicants: Describe your dance career ambitions and explain how the Department of Dance in the Herberger College of the Arts at Arizona State University will help you to realize your goals.

Re-auditioning applicants: Describe what you have done to develop your dance technique since your last audition (identify workshops attended, ASU classes, master classes, etc. and include specific information regarding the teacher, style, and location of the experience).

Suitable clothing for floor work should be worn to the dance audition. Proper audition attire will allow the faculty to clearly and accurately assess students’ dance skills. Bulky clothing that hides one’s physical appearance may compromise a successful audition. Ballet shoes are necessary for the Ballet component. Hair should be off the face and

jewelry is not recommended. More detail on the Department of Dance audition dress code may be found here: [http://dance.asu.edu/undergraduate/ughb\\_dresscode.htm](http://dance.asu.edu/undergraduate/ughb_dresscode.htm).

Students who do not successfully meet audition criteria may re-audition one additional time the following semester and may enroll in non-major dance courses (DAN 130 Modern and DAN 130 Ballet) to prepare for the second audition.

## **Degrees**

**BFA in DANCE** - The interdisciplinary curriculum of the BFA in Dance consists of 79 semester hours with course work in the areas of technique, theory, hands-on laboratory seminars, choreography and improvisation, performance/repertory, and capstone, including experiences that prepare students to realize their senior project. All courses in the major must be completed with a grade “C” (2.00) or higher. Twenty-nine hours in contemporary dance and ballet technique are required. Students must complete two semesters of a level three competency in contemporary dance technique.

**Technique:** Twenty-nine semesters hours in contemporary dance and ballet technique are required. Students must complete two semesters of a level three competency in contemporary dance technique.

**Theory:** Fourteen semester hours in theory are required. Six of the fourteen hours of theory also fulfill general education requirements; please make sure to meet with an advisor to ensure you are aware of which dance theory courses will satisfy additional requirements.

**Seminars:** Six to ten semester hours of seminar are required. Students are enrolled in a seminar course each fall and spring semester of their freshman, sophomore and junior year.

**Choreography and Improvisation:** Ten semester hours in choreography and improvisation are required.

**Performance:** Three semester hours are required. Students earn credit by performing in Department of Dance Mainstage Concerts, Senior Concerts, and/or fully produced Graduate Showings. The following courses may be taken for performance credit:

- DAN 371 Dance Theatre Performance/Production
- DAN 471 Dance Arizona Repertory Theatre (DART)
- DAN 472 Concert Dance
- DAN 494 ST: Artist in Residence

**Non Western Dance:** Three semester hours in non-Western dance courses are required. Examples of non-Western dance offerings at ASU include but are not limited to:

- DAN 194 ST: West African Dance
- DAN 194 ST: Dances of Southeast Asia

- DAN 194 ST: Capoeira

Capstone: Six semester hours of pre-capstone (senior project) required electives must be completed in addition to four semester hours for the capstone experience. Based on interest, talent, and faculty recommendation, students are carefully advised to enroll in pre-capstone required electives to facilitate specialization and performance, choreography, digital media, research methods, education, and/or other dance related reas. These courses prepare students to realize their two0semester sequence capstone project.

**BFA in DANCE – DANCE EDUCATION** - The Dance Education Specialization prepares students to work with learners of all ages in a variety of educational settings. As future educators, students engage in a variety of hands-on and collaborative instructional methods designed to hone their skills and develop expertise in the teaching of dance as a technique, an art form and as a historical, cultural and social phenomenon.

To this end, students engage in coursework and projects in the areas of curriculum development, assessment, interdisciplinary instruction, multicultural approaches, service and outreach, inclusion, advocacy, and technology.

Within the Dance Education degree program students have the option to pursue the Initial Teacher Certification (ITC) through the College of Education to receive certification to teach in Arizona schools. In addition to the dance concentration courses, students must complete education courses, two semesters of field experience, and one semester of student teaching. Students should apply to the Mary Lou Fulton College of Education at the beginning of the second semester during their sophomore year. To be considered for admission to the Initial Teacher Certification (ITC) program, students must complete an application portfolio specified by the Mary Lou Fulton College of Education. Application deadlines for the ITC program are February 1 for fall admission and September 1 for spring admission. Additional semester hours are required to achieve certification. For more information related to the ITC application deadlines, eligibility, and admission visit the Mary Lou Fulton College of Education Office of Student Services or call (480)965-5555.

### **Minor**

The department offers a minor in Dance consisting of 18 semester hours of course work, including six upper-division hours. A minimum grade of “C” (2.00) or higher is required in all courses that fulfill the Dance minor. Students must maintain an overall cumulative GPA of 3.00 or higher for Dance minor courses. No more than a total of three major-level techniques courses may be taken. Students may not enroll in major-level technique courses until a placement assessment has been completed. Placement assessments are conducted during only the first week of each semester. Contac the Department of Dance for more information.

### **BIS Concentration**

A concentration in dance is available under the Bachelor of Interdisciplinary Studies (BIS) degree. A program intended for the student who has academic interests that might not be satisfied with existing majors.

### **Dance Arizona Repertory Theatre**

DART is the community partnership and repertory company of the Herberger College Department of Dance. Students involved with DART will acquire skills, methods and practical experience working with 'at-risk' youth, making them more marketable, creative and versatile artists. As mentors, the students in DART serve as role models and foster an interest for the possibility of a college education for the youth they work with. Additionally, students who participate in DART will work with nationally renowned guest artists and thus will experience the diversity and richness of dance available in our community and nation.

### **Department of Dance Mailboxes**

All dance students will be assigned a Department of Dance mailbox. This mailbox can be found outside of the Department office and will be used as source of communication between faculty, staff, and students. For more information, please contact the Department of Dance at (480)965-5029.

### **Scholarships**

All students are considered for scholarship awards during the audition process. Continuing students receive notice regarding scholarship awards in January and must submit an application to the Department of Dance by the stated deadline. Scholarships are announced by March 15. For more information contact the Department of Dance, or access the Web site at <http://dance.asu.edu>.

## **Department of Dance Personnel**

<http://dance.asu.edu/>

*Dr. Pegge Vissicaro*

**Interim Chair**

[Pegge.Vissicaro@asu.edu](mailto:Pegge.Vissicaro@asu.edu)

(480)965-3428

**Cynthia Roses-Thema**

*Assistant Chair*

[Cynthia.Roses-Thema@asu.edu](mailto:Cynthia.Roses-Thema@asu.edu)

(480)965-1891

**Jeanette Beck**

*Administrative Secretary*

[Jeanette.Beck@asu.edu](mailto:Jeanette.Beck@asu.edu)

(480)965-5029

**Deborah MacIlroy**

*Business Manager*

[Deborah.MacIlroy@asu.edu](mailto:Deborah.MacIlroy@asu.edu)

(480)965-5899

**Department of Dance Facilities**

*Department of Dance  
Administrative Office  
(480)965-5029  
PE East 107*

*The Dance Studio Theatre  
PE East 132*

*Dance Studios  
PE East 190  
PE East 132  
PE West 239  
PE West 240  
FAC 122  
FAC 28*

**Sound Studio**  
**The Concert Sound Production Studio – Studio 26**  
*Nelson Fine Arts Center (basement level)*

**Galvin Playhouse**

## SCHOOL OF MUSIC

<http://music.asu.edu>

### **Declaring a Music Major**

All students who wish to pursue an undergraduate music degree program are required to pass an entrance audition in their primary performing medium (instrument or voice) . Until the audition process is finished, all students interested in majoring in Music at ASU enter the university as “Music Audition” majors.

“Music Audition” students may enroll in music ensembles, concert attendance, and general studies courses through consultation with a Herberger College academic advisor. Upon successful completion of the audition, the student’s major is changed to his or her intended major. Students are allowed to re-audition two times in addition to the initial audition.

A School of Music audition form must be received **no less than 4 weeks prior** to the scheduled audition date the prospective student desires to attend.

For more information about the undergraduate audition or application procedures, contact the Undergraduate Music Office at (480)965-5069. Audition requirements and future audition deadline dates can be found on the School of Music website:

<http://music.asu.edu/Bravo>.

### **Piano Diagnostic Exam**

All entering music majors and transfer students (except keyboard majors) with background in piano must take a Piano Diagnostic Exam to determine placement. Exams will be administered on the same day as the auditions. Information concerning this test was (will be) included in your audition packets. Additional information can be found here: <http://music.asu.edu/Bravo/index.htm>.

### **Theory Diagnostic Exam**

All applicants to the School of Music, *except* students with transfer Music Theory credit or AP Music Theory credit, must pass the Music Theory Diagnostic Exam with a score of 70 or better. This evaluation will determine your placement in the beginning music theory classes. The exam is available online and must be taken on or before your scheduled audition day. You will receive information concerning the exam in your audition packet. If your score is less the 70 percent you must take an online fundamentals course before enrolling in MTC 125.

### **Degrees**

The School of Music has a comprehensive curriculum offering undergraduate and graduate degree plans. Students may structure their programs to prepare them for any field of music.

The Bachelor of Music degree is the initial professional collegiate degree in music. Its primary emphasis is the development of the skills, concepts and sensitivity essential to

the professional life of a musician. In any of the roles as performer, composer, scholar, or teacher, the professional musician must function as a practitioner who exhibits, not only technical competence, but also broad knowledge of music literature, sensitivity in musical style, and insight into the role of music in the life of humankind.

Concentrations are offered in music education; performance; music therapy; and music theory and composition. This degree plan prepares students for work in the public schools, as private studio teachers, as composers and arrangers, performers, or leads to graduate study.

The Bachelor of Arts degree with a major in music is designed for students who have a strong interest in music, but desire a comprehensive liberal studies program. The primary goals are the development of basic musicianship, the ability to perform well, and a set of principles and terms that lead to a fuller intellectual grasp of the art. This degree is an appropriate background for those prospective candidates for advanced degrees who are preparing for such careers as musicologists, composers, music librarians, and teachers.

### **Minor**

The School of Music offers a minor in Music consisting of 25 semester hours of course work. A minimum grade of “C” (2.00) is required in all courses. Coursework includes Mac Literacy for Musicians, Fundamentals of Music Notation, Survey of Music History, and Concert Attendance. Electives include 4 courses in upper division MUS Music History courses. More detailed information can be found in the General Catalog.

### **BIS Concentration**

A concentration in music is available under the Bachelor of Interdisciplinary Studies (BIS) degree, a program intended for the student who has academic interests that might not be satisfied with existing majors. Building on two academic concentrations (or one double concentration) and an interdisciplinary core, students in the BIS program take active roles in creating their educational plans and defining their career goals. Interested students should contact the School of Music for specific requirements and admission procedures.

### **Music Major Studio Instruction**

All music majors are required to register for studio instruction. You should register for lessons prior to the first day of class to ensure studio placement. Prior to your 1<sup>st</sup> semester you should obtain a Permit to Register form from your studio teacher during pre-registration. Your lesson time will be arranged in consultation with your studio instructor. Please provide your schedule no later than the 1<sup>st</sup> day of class. You should also reserve 2:40 – 4:30 Wednesdays for Convocation, Area Recitals and Studio Class.

### **Vocal Studio**

(For Vocal, Choral & Music Theatre Majors Only)

Vocal, choral and music theatre students must check the Vocal Area bulletin board located near E 217 during the 1<sup>st</sup> week of classes for a listing of studio instructor assignments. *Contact your assigned studio instructor ASAP and submit a completed*

*schedule worksheet including your phone number, email address, class schedule and other important weekly commitments to arrange a time for studio lessons.*

### **Vocal Accompanist Pool**

Once studio lessons have been established, secure an accompanist by obtaining and completing a form for the accompanist pool. Forms can be obtained at W251. Pay the \$125.00 accompanist fee to the Galvin Box Office located in the Nelson Fine Arts Complex. Submit your *payment receipt, completed accompanist form* with your *schedule studio lesson time* to W251. You will be notified of your accompanist assignment. *Accompanist forms submitted without payment will not be processed.* Contact Professor Andrew Campbell at [Andrew.Campbell@asu.edu](mailto:Andrew.Campbell@asu.edu) for questions.

***\*\*Please note that demand for accompanists far exceeds supply and therefore not everyone who signs up for the Accompanying Pool will be assigned a pianist.\*\****

### **Obtaining a Private Instructor for Music Audition Track Students**

Outstanding graduate music students teach private music lessons through the Herberger At Large Program. All levels of skill accepted. For the best teacher-student match, please call the Herberger College At Large office at (480)727-0700. Students will not receive credit for these lessons and the cost is determined by the time spent for each lesson. For further information visit: <http://herbergercollegeatlarge.asu.edu/classes/music.html>

### **Practice Rooms**

Practice rooms are available to all ASU music students and are located in the Music Building on the south corridor of the first floor of the west wing and on the third and fifth floors of the east wing. Each room is equipped with a piano. Students must provide their own music stand.

### **Instrument and Locker Rental**

The Instrumental & Rental office in G205A is opened from 8:30am-1:30pm Monday thru Friday. Any music major desiring to rent an instrument locker for the semester must have their studio instructor email Trevor Forshay-Docwra at [musicrentals@asu.edu](mailto:musicrentals@asu.edu) requesting permission. To rent an instrument for a music education methods course, contact [musicrentals@asu.edu](mailto:musicrentals@asu.edu).

### **Ensemble Auditions**

Contact the appropriate music areas for information on auditions for ensembles & performing groups:

Bands	(480) 965-4392
Orchestra	(480) 965-3476
Choirs	(480) 965-3879
Jazz bands	(480) 965-5348

Once a student has auditioned into a specific ensemble, they must register or add the course to their class schedule via ASU interactive before the end of the Drop/Add registration period.

### **Music Education Students**

All music education students should register for the Music Education Listserv by emailing Dr. Jeffrey Bush at [Jeff.Bush@asu.edu](mailto:Jeff.Bush@asu.edu). Music Education students will be contacted by their faculty advisor during the semester:

Dr. Margaret Schmidt-Strings  
Dr. Sandra Stauffer- Choral  
Dr. Jill Sullivan-Instrumental

### **MUP 100 Concert Attendance**

Register for MUP 100 – Concert Attendance. You must be registered and attend 4 convocations and 6 faculty recitals or professional concerts during the semester to receive credit for this course. Convocations for MUP 100 are conducted on selected Wednesdays from 2:40-3:30. Students should not schedule any other classed during this time. Time conflict overrides are not given, and students who arrive late or leave early do not receive credit for convocation. The dates are listed in your syllabus. The syllabus and concert attendance cards are available in the School of Music Undergraduate Office (E167) on the 1<sup>st</sup> day of the semester.

### **Complimentary Recital Tickets**

Tickets for on-campus Faculty Recitals are priced at a minimal fee of \$5.00 per ticket and can be purchased at the Galvin Box Office located in the Nelson Fine Arts Complex. Complimentary tickets for the School of Music Faculty Recitals are available on a 1<sup>st</sup> come 1<sup>st</sup> served basis. Tickets will be available one (1) week prior to the recital & may be picked up at the box office in the Nelson Fine Arts Center. No comp tickets will be issued on the evening of the concert.

### **Area Recitals**

Area recitals are a part of your studio lesson requirements and do not count toward MUP 100. Attendance for these recitals is mandatory for studio instruction grades. See your studio instructor for specific details. *Area recitals will be held from 2:40-3:30pm on the Wednesdays in which MUP 100 convocations are NOT being conducted.*

## School of Music Personnel

<http://music.asu.edu/>

### **Dr. Kimberly Marshall**

Interim Director School of Music

[Kimberly.Marshall@asu.edu](mailto:Kimberly.Marshall@asu.edu)

(480)965-2819

### **Dr. Karen Bryan**

Associate Director Undergrad. Studies

[Karen.Bryan@asu.edu](mailto:Karen.Bryan@asu.edu)

(480)965-5069 E167

### **Margie Vincent**

Audition Coordinator & Undergraduate  
Student Services

[Margie.Vincent@asu.edu](mailto:Margie.Vincent@asu.edu)

(480)965-5069 E167

### **Genevieve Nelson**

Office Specialist

[Genevieve.Nelson@asu.edu](mailto:Genevieve.Nelson@asu.edu)

(480)965-5069 E167

### **Janet Black**

Administrative Associate  
SOM Scholarships

[Janet.Martin@asu.edu](mailto:Janet.Martin@asu.edu)

(480)965-2819 E185

## SOM Offices

### **Music Building Hours**

Monday-Friday 7:00am-11:30pm

Saturday-Sunday 8:00am-11:30pm

Intercessions & Holidays - as posted

### **Administrative Office**

(480)965-3371

Music Bldg East Wing E185

### **Band Office**

Gammage Auditorium G213

(480)965-4392

### **Choral Office**

Music Bldg West Wing W139

(480)965-3879

### **Electronic Classroom**

Music Bldg West Wing W225

(480)965-6239

### **Facilities & Events Office**

Music Bldg West Wing W206

(480)965-2817

### **Instrument & Locker Rentals**

Gammage Auditorium G205A

(480)965-4502

### **Jazz Office**

Music Bldg West Wing W105

(480)965-5348

### **Lyric Opera Theatre**

Music Bldg East Wing EB1-94

(480)965-2856

### **Music Library**

Music Bldg West Wing W302

(480)965-3513

### **Music Ed & Therapy Lab**

Music Bldg West Wing W222

(480)965-1165

### **Music Therapy Clinic**

(480)965-1753

### **Orchestra Office**

Gammage Auditorium G203

(480)965-3476

### **Rafael Mendez Library**

Music Bldg East Wing E285

(480)965-9893

## SCHOOL OF THEATRE & FILM

<http://theatre.asu.edu/>

### **Declaring a Major in Theatre and Film**

Students who wish to pursue a major in the School of Theatre and Film must successfully complete an interview which includes a sample of creative work (an audition, portfolio, or other submission). Students pursuing the BA in Theatre degree may interview for the program prior to arrival on campus or during the first semester at ASU; students pursuing the BA in Film (Film and Media Production) degree complete their interview process during the semester in which they are completing the 18 semester hour core of BA in Film courses or thereafter. Please contact the Herberger College of the Arts Office of Student Academic Services for interview requirements and deadlines (480-727-9810). Students enter ASU as “Theatre Interview” or “Film Portfolio” majors, and once they have completed the required interview successfully their major is changed to their intended degree: BA Theatre or BA Film (Film and Media Production).

### **Degrees**

The School of Theatre and Film educates imaginative, knowledgeable, skilled and responsible artists, teachers, scholars, audience members and advocates for theatre of the future. Our B.A. Theatre program offers a comprehensive liberal arts theatre education to undergraduates in the following subject areas: performance, design and production, new work development, theatre for youth, film, and theatre and performance studies.

### **B.A. Theatre**

The Theatre component of the B.A. includes a core curriculum of courses across the breadth of Theatre’s sub-disciplines, production experiences and a capstone experience. Additional work in the School of Theatre and Film is drawn from intermediate and advanced courses, chosen in consultation with an advisor, that best meet the interests and goals of the individual student. Elective credits make up the balance of the 120 credit major. Students must earn a grade of “C” or better in all theatre & film coursework.

### **Acting Concentration**

The major in Theatre with a Concentration in Acting prepares students for both advanced graduate study in the field and independent career pursuits in performance. In addition to required core courses, the acting concentration consists of 24 semester hours. Students must maintain a minimum 2.50 overall GPA and a 3.00 Theatre GPA. More information can be found here: <http://theatre.asu.edu/academics/undergraduate/programs/index.htm>.

Application for entrance into the optional acting concentration should be made in the spring of the sophomore year; transfer students should apply during their first year at ASU. All students desiring to obtain an undergraduate theatre degree with an acting concentration must submit a one-page letter of intent, resume, and an unofficial transcript (minimum 2.50 overall GPA and a 3.00 Theatre GPA required). In addition, they must successfully pass an interview with a committee of acting faculty members. Auditions are conducted at the end of each spring

semester. Eligible students denied admission into the acting concentration may reapply the following year.

### **Design and Production Concentration**

The major in Theatre with a Concentration in Design and Production prepares students for advanced graduate study in the field and entry-level careers in performance design and technology. In addition to core course requirements, the concentration consists of 25 semester hours, a minimum 2.50 overall GPA and a 3.00 Theatre GPA. More information can be found here:

<http://theatre.asu.edu/academics/undergraduate/programs/index.htm>.

Application for entrance into the optional design and production concentration should be made in the spring of the freshman year; transfer students should apply during their first semester at ASU. All students desiring to obtain an undergraduate theatre degree with a design and production concentration must submit a one-page letter of intent, a portfolio, and an unofficial transcript (minimum 2.50 overall GPA and a 3.00 Theatre GPA required). In addition, they must interview with the design and production faculty. Freshmen need to have completed or be in the process of completing THP 213 and THP 214 at the time of application to the concentration. Eligible students denied admission into the design and production concentration may reapply the following semester.

### **B.A. Film (Film and Media Production)**

With courses in ethics and the arts and all phases of production using digital media technology, the Film and Media Production concentration prepares students for careers in screenwriting, directing, cinematography, editing and producing. The Film and Media Production concentration is committed to providing students with a practical knowledge of film and media production, awareness of the impact of media and entertainment on the audience, and an understanding of the role of the artist in society. The program offers the best of a liberal arts education combined with hands-on professional preparation. More information can be found here:

<http://theatre.asu.edu/academics/undergraduate/programs/index.htm>.

### **THE 125 Orientation to Theatre & Film**

All incoming Theatre and Film freshman students must register for ***THE 125 Orientation to Theatre and Film during the fall semester***. This 1-credit hour course is taught for 6 weeks and provides an orientation to the University and the School of Theatre and Film resources and procedures. All incoming Theatre and Film transfer students must register for ***THE 125 Orientation to Theatre and Film during the spring semester***.

Theatre Audition Track and Film Portfolio Track students may enroll in 100- and 200-level theatre and film courses and general studies courses through consultation with a Herberger academic advisor. Upon successful completion of the audition/portfolio review, the student is admitted as a Theatre or Film major track and becomes eligible for upper-division Theatre or Film courses.

### **THP 201 and THP 301 Theatre Production**

Participation in Mainstage Theatre productions is required for the BA in Theatre degree; all students must complete at least two credits of theatre production by enrolling in THP 201 Theatre Production Crew and THP 301 Theatre Production. THP 201 Theatre Production Crew consists of participation in a Mainstage Theatre production as a light board operator, props person, flyman, wardrobe, sound operator, or other running crew assignment. THP 301 Theatre Production consists of participation as an actor or in a different area of production from that performed in THP 201.

**\*\*Note:\*\*** THP 201 and THP 301 credit is awarded only for Mainstage Theatre productions, not class projects or Student Production Board productions.

### **Student Production Board**

The Student Production Board (SPB) is a student-driven organization and accompanying class committed to exploring new ideas and taking artistic risks in a supportive environment.

The SPB provides an outlet for students to practice what they have learned in the classroom. The School of Theatre and Film believes that by providing students with the opportunity to bring their artistic visions to life on stage, they are helping to create the next generation of vital and imaginative theatre artists and educators. If you are interested in learning more about the SPB or have any questions, please e-mail them at: [PrismTheatre@asu.edu](mailto:PrismTheatre@asu.edu).

### **Audition and Casting Policies**

Students should frequently check the callboards, which are located in the Nelson Fine Arts Center entrance foyer and along the corridor leading to room 232 (the main School of Theatre and Film office) of Dixie Gammage Hall. Announcements and notices of auditions are posted throughout the year. Each production may have its own audition format and requirements (e.g., monologue, cold reading, prepared song).

All regularly enrolled ASU students who meet the eligibility requirements may audition and be cast for all open roles. Casting priority may be given to Theatre majors, as production experiences will benefit their programs of study.

Eligibility to be cast is determined by the following:

1. Cumulative GPA of 2.5 or better for undergraduates.
2. School of Theatre and Film GPA of 3.0 or better for Theatre and Film majors.

Directors or stage managers of each production must submit all proposed cast members' names to the Artistic Director for student transcript review and approval.

**No student will be cast in any School of Theatre and Film production unless he/she meets these minimum requirements.**

Cast lists must also be approved by the Artistic Director prior to posting.

## **School of Theatre and Film Personnel**

<http://theatre.asu.edu/>

### **Linda Essig**

*Director of the School of Theatre and Film  
and Artistic Director of the Herberger College  
Mainstage Theatre*  
[Linda.Essig@asu.edu](mailto:Linda.Essig@asu.edu)  
(480)965-5337

### **Johnny Saldaña**

*Associate Director of the School of Theatre and  
Film*  
*and Director of Undergraduate Studies*  
[Johnny.Saldana@asu.edu](mailto:Johnny.Saldana@asu.edu)  
(480)965-2661

**F. Miguel Valenti**  
**Assistant Director, Film**  
[f.valenti@asu.edu](mailto:f.valenti@asu.edu)  
(480)965-2655

**Sherry Anderson**  
*Administrative Assistant*  
[Sherry.Anderson@asu.edu](mailto:Sherry.Anderson@asu.edu)  
(480)965-9547

**Oneida Hayes**  
*Office Assistant/Receptionist Sr.*  
[Oneida.Hayes@asu.edu](mailto:Oneida.Hayes@asu.edu)  
(480)965-5337

## **School of Theatre and Film Facilities**

**Administrative Office**  
*Dixie Gammage Hall (GHALL 232)*  
[theatre@asu.edu](mailto:theatre@asu.edu)  
(480)965-5337

**Production Office**  
*Dixie Gammage Hall (GHALL 240)*  
(480)965-3879

**Galvin Playhouse Box Office**  
(480)965-6447

**Galvin Scene Shop**  
Fine Arts Center (FAC 21b)  
(480)965-7256

**Galvin Costume Shop**  
Fine Arts Center (FAC sb22)  
(480)965-5050

**Galvin Sound & Lighting**  
Fine Arts Center (FAC sb20a)  
(480)965-6482

**Lyceum Scene Shop**  
(480)965-3448

**Prism Theatre**  
[prismtheatre@asu.edu](mailto:prismtheatre@asu.edu)  
*located in the APMA - Cornerstone Building  
located on the corner of University and Rural  
Rds.*

**Film and Media Production Studio**  
ASU Performing and Media Arts Building  
(APMA)  
*located on the corner of  
University and Rural Roads*  
(480)727-9327

## CAREER PLANNING

The Herberger College established the Office of Student Success to assist you with developing, evaluating, and implementing career, education, and employment plans. By serving as a clearinghouse of information and providing supportive advising, we aspire to teach you the skills that will serve you in any career path you choose, at any point in your life. Our goal is to:

- help Herberger College of the Arts students find part-time and full-time employment in the field;
- provide helpful information about internships, scholarships, and grants available to students;
- provide information about summer festivals, competitions and summer job opportunities; and
- serve as a resource center for those interested in graduate schools.

### **Career Advising**

If you would like to speak with someone about your career concerns, who understands the arts and the unique issues that artists face, please schedule an appointment to discuss your options. To schedule an appointment, you may e-mail Heather Landes ([heather.landes@asu.edu](mailto:heather.landes@asu.edu)) or phone (480)965-4495.

The Office of Student Success contains resource materials that can help you write your letter of application, produce a good resume or curriculum vitae, and prepare for an interview. It is always important to have another set of eyes review your written job search materials. You may bring in a copy of your current materials, or come in to review sample materials in our resource library. Helpful criticism is always available to help you to improve your marketing information.

### **Career Resource Center**

The resource center located in Dixie Gammage 116 contains an ever-expanding collection of books and materials containing career information for artists. You will find resources on academic considerations, career paths, graduate programs and assistantships, external funding opportunities, and local, national and international festivals and competitions.

### **Website**

The Herberger College maintains a career planning website that includes helpful information on career planning timelines, documents that explore what you can do with your major, links to websites that list job opportunities, links to professional organization websites, advice on resume and cover letter writing, internship resources, interview advice, and graduate school resources. The website URL is <http://herbergercollege.asu.edu/students/career/index.html>.