MUSIC DEPARTMENT ORIENTATION

Practice Rooms, Lockers & Keys

AITR Practice Rooms:
Restricted to Music majors, faculty, approved guests & department activities.

Lockers:
Music majors, limited availability.
For availability or to add your name to the wait list, email music@uci.edu.

Getting Keys – Easy as 1, 2, 3!
Keys for practice and locker rooms are provided by the CTSA Dean’s Office. Students may request keys by:
1) Complete CTSA Key Request form at the Music Office
2) Bring the form and cash deposit to the CTSA Dean’s Office
   ($10 exact cash required for each key)
3) Pick up keys at the CTSA Dean’s Office

Dean’s Office Key Pickup schedule posted outside the Music Office.

GETTING AROUND

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AITR</td>
<td>Arts Instruction &amp; Technology Resource Center</td>
</tr>
<tr>
<td></td>
<td>AITR 190 – Music Collaboration Laboratory (ColLab)</td>
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<td></td>
<td>AITR 190A - Keyboard Studio</td>
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<td></td>
<td>AITR 196 – Choral Studio</td>
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<tr>
<td>AMC</td>
<td>Arts Media Center</td>
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<td></td>
<td>AITR 290 – take stairs to entrance</td>
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<tr>
<td>CTT</td>
<td>Claire Trevor Theatre</td>
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<tr>
<td>MAB</td>
<td>Mesa Arts Building</td>
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<tr>
<td></td>
<td>Within the Mesa Parking Structure</td>
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<tr>
<td></td>
<td>Level 1 (ground floor) – CTSA Student Affairs</td>
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<tr>
<td></td>
<td>Level 2 (street level) – CTSA Dean’s Office</td>
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<tr>
<td></td>
<td>Level 3 (footbridge) – Dance Department</td>
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<tr>
<td>MM</td>
<td>Music &amp; Media Building</td>
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<tr>
<td></td>
<td>MM101 – CLASSic Synthesizer Studio</td>
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<td></td>
<td>MM103 – Gassmann Studio</td>
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<td></td>
<td>MM116 – SMART Classroom</td>
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<td></td>
<td>MM202 – Classroom</td>
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<td></td>
<td>MM216 – REALab</td>
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<td>MM218 – Motion Capture Studio (MoCap)</td>
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<td>MM220 – Orchestra Studio</td>
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<td></td>
<td>MM301 – Production Manager for Music</td>
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<td></td>
<td>MM302 – Conference Room/Small Classroom</td>
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<td></td>
<td>MM303 – Department Office</td>
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<td></td>
<td>MM305 – Department Manager</td>
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<td>MM307 – Department Chair</td>
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<td></td>
<td>MM316 – Classroom</td>
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<tr>
<td>MOB</td>
<td>Mesa Office Building</td>
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<tr>
<td></td>
<td>Adjacent to the Mesa Parking Structure</td>
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<td></td>
<td>(facing parking structure, MOB is rightmost building)</td>
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<td></td>
<td>MOB Practice Rooms – open for general use</td>
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<td></td>
<td>(open only during the academic year, M-F 6AM – 8PM)</td>
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<tr>
<td>WSH</td>
<td>Winifred Smith Hall</td>
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</tbody>
</table>

ROOM RESERVATIONS & KEY CHECKOUT

Classrooms and rehearsal spaces may be reserved by students!

Room Calendars are managed by the Music Office.
Priority given to instruction and research.

The Room Reservation & Key Checkout Policy is available on our website (music.arts.uci.edu)

- Go to Current Students – Policies
- Flyers are posted around the department
MUSIC DEPARTMENT ORIENTATION

DEPARTMENT RESOURCES

- **Department Website**
  
  Our updated website should be the first place you refer to for information about our degree programs, faculty contacts, upcoming events, performance opportunities, policies & forms, and links to campus programs and support.

  Visit [music.arts.uci.edu](http://music.arts.uci.edu)!

- **Music Office Contacts**
  
  - **Student Assistants**
    
    [music@uci.edu](mailto:music@uci.edu)

    Room Reservations & Key Checkout, General Inquiries

  - **Administrative Analyst**
    
    Margaret Erel, [merel@uci.edu](mailto:merel@uci.edu)

    Department Operations & Events, Academic & Financial Operations

  - **Department Manager**
    
    Peter Chang, [pechang@uci.edu](mailto:pechang@uci.edu)

    Department, Academic & Financial Operations

  - **Asst. Production Manager**
    
    Shannon Bicknell, [shannon.bicknell@uci.edu](mailto:shannon.bicknell@uci.edu)

    Production Operations, Student Recitals & Recital Receptions

  - **Music Technology Support Manager**
    
    Bruce Warner, [bruceaw@uci.edu](mailto:bruceaw@uci.edu)

    Music Technology, Music Facilities Technology

- **Undergraduate Advisor**
  
  Professor Colleen Reardon, [reardonc@uci.edu](mailto:reardonc@uci.edu)

- **Graduate Advisor**
  
  Professor Kojiro Umezaki, [kumezaki@uci.edu](mailto:kumezaki@uci.edu)

- **Associate Chair for Performance**
  
  Professor Nina Scolnik, [nscolnik@uci.edu](mailto:nscolnik@uci.edu)

- **Department Chair**
  
  Professor Michael Dessen, [mdessen@uci.edu](mailto:mdessen@uci.edu)

CTSA RESOURCES

- **Student Affairs**
  
  [ArtsCounselor@uci.edu](mailto:ArtsCounselor@uci.edu)

  Academic Counseling (Degree Checklists, Enrollment Issues, Petitions/Forms)

- **Arts Media Center**
  
  Music Reference and Technology Resource Center (Printing & Copy Services)

  Ross Whitney, Director, [rwhitney@uci.edu](mailto:rwhitney@uci.edu)

  Reception Desk: 949-824-8364

UCI RESOURCES

- **Admissions**
  

- **Financial Aid & Scholarships**
  
  [http://www.ofas.uci.edu/content/](http://www.ofas.uci.edu/content/)

- **Graduate Division**
  
  [http://www.grad.uci.edu/](http://www.grad.uci.edu/)

- **Student Life & Leadership**
  
  [http://www.studentlife.uci.edu](http://www.studentlife.uci.edu)

- **Career Center**
  
  [http://www.career.uci.edu](http://www.career.uci.edu)

- **Counseling & Health Services**
  
  [http://www.chs.uci.edu](http://www.chs.uci.edu)

- **Lost & Found**
  
  [http://www.police.uci.edu/services/lost-found/](http://www.police.uci.edu/services/lost-found/)

- **Safety Escorts**
  

- **Parking**
  
  [http://www.parking.uci.edu/services/campus/vips.cfm](http://www.parking.uci.edu/services/campus/vips.cfm)

- **VIP Service Program**
  
  [www.parking.uci.edu/services/campus/vips.cfm](http://www.parking.uci.edu/services/campus/vips.cfm)