

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.

MOB Practice Rooms *Available for general use!*

Hours: Monday – Friday
6:00am – 8:00pm
Academic Year ONLY

CLOSED Weekends, Holidays & Summer

Location: Mesa Office Building (MOB)
Directions: Adjacent to the Mesa Parking Structure, across from student housing.

GETTING AROUND

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

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!
- **Music Office Contacts**
 - **Student Assistants** music@uci.edu
Room Reservations & Key Checkout, General Inquiries
 - **Administrative Analyst** Margaret Erel, merel@uci.edu
Department Operations & Events, Academic & Financial Operations
 - **Department Manager** Peter Chang, pechang@uci.edu
Department, Academic & Financial Operations
 - **Asst. Production Manager** Shannon Bicknell, shannon.bicknell@uci.edu
Production Operations, Student Recitals & Recital Receptions
 - **Music Technology Support Manager** Bruce Warner, bruceaw@uci.edu
Music Technology, Music Facilities Technology
- **Undergraduate Advisor** Professor Colleen Reardon, reardonc@uci.edu
- **Graduate Advisor** Professor Kojiro Umezaki, komezaki@uci.edu
- **Associate Chair for Performance** Professor Nina Scolnik, nscolnik@uci.edu
- **Department Chair** Professor Michael Dessen, mdessen@uci.edu

CTSA RESOURCES

- **Student Affairs** 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
Reception Desk: 949-824-8364

UCI RESOURCES

- Admissions..... <http://www.admissions.uci.edu/>
- Financial Aid & Scholarships..... <http://www.ofas.uci.edu/content/>
- Graduate Division..... <http://www.grad.uci.edu/>
- Student Life & Leadership..... <http://www.studentlife.uci.edu/>
- Career Center..... http://www.career.uci.edu
- Counseling & Health Services..... <http://www.chs.uci.edu/>
- Lost & Found..... <http://www.police.uci.edu/services/lost-found/>
- Safety Escorts..... <http://www.police.uci.edu/cso/safety-escorts/>
- Parking..... <http://www.parking.uci.edu/services/campus/vips.cfm>
- VIP Service Program..... www.parking.uci.edu/services/campus/vips.cfm