

MUSIC DEPARTMENT ORIENTATION

Practice Rooms, Lockers & Keys

AITR Practice Rooms:

Restricted to Music majors, faculty, approved guests & department activities.

Lockers:

Restricted to 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 Dean's Office.

Students may request keys by:

- 1) Pick up a CTSA Key Request form at the Music Office.
- 2) The Department Analyst or Manager will verify & approve your form.
- 3) Submit the form to the Dean's Office during posted hours for key pickup.

The Dean's Office has some keys available for immediate pickup, while others need to be ordered. If your keys need to be ordered, the Dean's Office will let you know and follow up with you.

MOB Practice Rooms *Available for general use!*

Hours: Monday – Friday
6:00am – 11:00pm
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 MM303A – Department Analyst 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 – 11PM)

ROOM RESERVATIONS & KEY CHECKOUT

Classrooms and rehearsal spaces may be reserved by students!

Room Calendars are managed by the Music Office.

Priority is 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 also posted around the department*

MUSIC DEPARTMENT ORIENTATION

DEPARTMENT RESOURCES

- **Department Website**
Our updated website should be your first stop 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
 - **Department 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** Shih-Wei Wu, shihweiw@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 Seth Houston, seth.houston@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