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
3) ($10 exact cash required for each key)
4) Pick up keys at the CTSA Dean’s Office
   (after email confirmation that your keys are ready).

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

GETTING AROUND

AIÍR Arts Instruction & Technology Resource Center
AIÍR 190 – Music Collaboration Laboratory (ColLab)
AIÍR 190A - Keyboard Studio
AIÍR 196 – Choral Studio

AMC Arts Media Center
AIÍR 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, kumezaki@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