

## **Moore School of Music**

### **Admissions and Audition Procedures**

Inquiries from prospective undergraduate students should be directed to the Admissions and Scholarship Office at [msm\\_undergrad.adm@uh.edu](mailto:msm_undergrad.adm@uh.edu) or 713-743-5934. Graduate inquiries should be directed to the Graduate Advising Office at [gradmusic@uh.edu](mailto:gradmusic@uh.edu) or 713-743-3314.

#### **Procedures for Standard Applicants**

Applicants must apply to both the University of Houston through the Texas Common Application, and to the Moore School of Music through the MSM online application. If a student does not have internet access, paper applications may be requested by the student.

All applicants' files are to be completed before auditions are scheduled. Any exceptions to this will be determined by the Director, Associate Director, and/or Director of Graduate Studies.

Area Coordinators distribute applicants' completed files for review by area faculty members during auditions.

Live audition dates are announced at the beginning of each school year, and all faculty members should reserve these dates and make themselves available to assist in some capacity. Area Coordinators will contact their area faculty members to inform them of the auditions, to set a suitable time for their area's auditions and to verify that an appropriate panel of at least three faculty members will be present at all auditions.

Each audition must be heard by a minimum of three faculty members. The portfolios of music education or composition majors must be reviewed and evaluated by a minimum of three faculty members. Pre-recorded auditions also must be reviewed and evaluated by a minimum of three faculty members. An area may specify whether they will accept CD recordings or if all recordings must be DVD or video.

Faculty members rank or assign a rating to each applicant according to their area's policies; an average of the scores or an area-faculty consensus of the appropriate category for applicants determines applicants' acceptance and scholarship awards.

Following an audition, Area Coordinators submit audition results to the Admissions and Scholarship Office and, for graduate students, to the Director of Graduate Studies as soon as possible.

The Area Coordinator, the Admissions and Scholarship Coordinator, and MSM Directors review the school's needs, each area's recommendations and available funding, and determine appropriate scholarship offers.

The Admissions and Scholarship Coordinator sends letters of acceptance or rejection to applicants. When scholarship offers are made, award memos will be included. Faculty members may contact the Admissions and Scholarship Coordinator to see if letters have been sent, at which time they are welcome to contact the students.

## Late and Alternate Date Applicants

All applicants should be strongly encouraged to attend a live audition date or to submit recorded auditions if they cannot attend the live auditions. However, an area may decide to consider late or alternate date applicants under special circumstances.

Late or alternate date applicants must also have complete application files before auditions are scheduled. If a faculty member is aware that a student is interested in a late or alternate date audition he/she should refer the student to the Admissions and Scholarship Coordinator or the Graduate Advisor to verify that appropriate application and audition procedures are followed.

Area Coordinators make arrangements for scheduling late and alternate date auditions. All area faculty should be contacted to inform them of the auditions and to determine their availability. A minimum of three faculty members must be present at the auditions or evaluate pre-recorded auditions. If three faculty members cannot attend a live audition, a video recording must be made so that a minimum of three faculty members can evaluate the recording of the live audition. Area Coordinators will circulate the applicants' files with recordings.

Faculty will report their audition scores for late or alternate date applicants to the Area Coordinator who will inform the Admissions and Scholarship Coordinator of the final rating. The Area Coordinator, the Admissions and Scholarship Coordinator, and MSM Directors will review the school's needs, each area's recommendations and available funding to determine appropriate scholarship amounts. Late applicants may be subject to limited funds.

In the absence of the Area Coordinator, late auditions will be handled by the Admissions and Scholarship Coordinator or the Associate Director.

Reminder:

- Prior to a successful audition, faculty members must not imply to prospective students that their acceptance to the school is guaranteed or that scholarship funding will be provided.
- Faculty members must not recruit students enrolled at other institutions. If a student attending another school chooses to audition here, they may be considered for acceptance, but the action must have been initiated by the applicant. If a faculty member invites or encourages a matriculated student to audition or transfer to MSM without the prior consent of the administrator of their current institution, MSM is in violation of the NASM Code of Ethics.
- Students currently attending others schools who choose to audition for MSM may be accepted. However, without a scholarship release form from their current school, there cannot be any discussion of scholarship funding or the possibility of scholarship. A scholarship release form must be on file before any discussion of scholarship funding can occur. (This does not apply to two-year college students who are completing their course of study.)
- The deadlines established by NASM for students to accept scholarship offers are April 15 for graduate students and May 1 for undergraduates. After those dates,

faculty members should have no further contact with any applicant who has accepted the scholarship offer of another institution. If applicants change their minds, they must secure releases from the schools with which they have signed contracts, before MSM can offer awards.

- Acceptance decisions and scholarship offers should not be discussed with applicants until they have received official letters from the Admissions and Scholarship Coordinator.