

# Admissions 2024-2025

## Music Discovery Day

- **Monday, September 30, 2024**

## Undergraduate/Graduate Audition Dates:

Spring 2025 Admission (UG): audition on or before December 6, 2024

- Musical Theatre (Nov. 23)
- All other auditions by appointment

Summer/Fall 2025 Admission:

- **Friday, January 17, 2025 Virtual Audition Day**  
(reservation deadline January 3, 2025)  
\*virtual audition will take place in Eastern Standard Time.
  - Utilizing Zoom
- **Saturday, January 25, 2025 In-Person Audition Day**  
(reservation deadline January 3, 2025)
- **Saturday, February 15, 2025 In-Person Audition Day**  
(reservation deadline January 31, 2025)
- **Monday, February 17, 2025** Recorded video submission deadline for scholarship consideration
- **Saturday, February 22, 2025 In-Person Audition Day**  
**(Final music scholarship deadline)**  
(reservation deadline January 31, 2025)
  - CMA & Musical Theatre
- **Monday-Wednesday, February 24-26, 2025 DMA Auditions**
- *Saturday, March 29, 2025, Musical Theatre ONLY*
- **Saturday, April 12, 2025** In Person Audition Day & Junior auditions  
(reservation deadline March 31, 2025)

*\*Faculty involved in the audition process are expected to be available for these dates. Conflicts must be approved by your department chair well in advance. Once approval has been granted, send to both undergraduate and graduate admissions staff.*

Typical audition day schedule for BOTH in-person and virtual days:

- Group welcome sessions (most often administration and students only) and SOME GA interviews start as early as 8 or 8:30am
- Most auditions begin around 12:30pm and may go until 5 or 6pm depending on the number of applicants

## Finding Students in Slate (Student database):

Queries (searches)- links to our queries are on the CMA Faculty Resources Page

1. Click the link to the query and login to Slate when prompted.

2. Click “run query” for a freshly populated listing.
3. This data can be sorted online OR exported and then sorted by instrument in excel.

Undergraduate Slate: <https://admissions.bgsu.edu/manage/>

Graduate Slate: <https://gradapply.bgsu.edu/manage/>

## Undergraduate Admissions Specific Information

[musicadmissions@bgsu.edu](mailto:musicadmissions@bgsu.edu)

Phone: 2-8577; Room 1039 (in the main music office)

### **People:**

- Susan Nelson, Assistant Dean of Music Admissions (on leave for fall 2024)
- Mikaela Kroyer, Music recruiter, University Admissions, CMA Music Admissions Office Manager, 2- 9249, [mkroyer@bgsu.edu](mailto:mkroyer@bgsu.edu)
- Jake Loitz & Ariana Coan: Music Admissions GA’s

### **Undergraduate Slate Access (new users):**

You’ll need to complete the form [HERE](#) to request access.

Fill in all your information.

In the “system access” section:

- click the box for Undergraduate Slate.
- select the dropdown there to “copy a current user’s access” and put a colleague’s information from your area in the CMA.

After this is submitted, it has to go through a few levels of clearance. Whoever you put as your supervisor is the next one, so you may give them a warning that the notification is coming to keep the process as speedy as possible.

### **Communication with Prospects:**

- Include [musicadmissions@bgsu.edu](mailto:musicadmissions@bgsu.edu) on any communication you would like for us to be in on. We are happy to help with any questions students have about the CMA or application/audition process.

- Use the BCC Slate email in communications with prospective students.

*The Email to Slate Gateway enables you to connect external email systems to Slate. By adding the private email address below to your address book in Gmail or other mail service, you can quickly add messages exchanged outside of Slate to the appropriate records in Slate. Keep this address private and do not include it in the 'To' or 'CC' lines when replying to a student. Messages received by this gateway will typically be added to the records within 15 minutes of receipt.*

- The student address in the “to” field must match the one in Slate for it to copy to their file.
- Only ONE email address can be used in the “to” field for the Slate bcc email to work properly

Undergrad BCC address: **everyone has their own unique address.**

To find in Slate:

- Login to UG Slate, and in the top menu click on “Deliver” (megaphone icon)
- Click “Gateway Inbox” in the right hand menu
- Click “Connection Instructions” in the right hand menu and your bcc address will be displayed

### **Auditions:**

- CMA Undergrad Audition website: <https://www.bgsu.edu/musical-arts/prospective-students/undergraduate/audition-information.html>
  - Auditions this year are either in-person or virtual. Recorded videos are an option if students are not able to make the in-person or virtual dates.
  - Live virtual auditions are on Zoom again this year.
- Placement exam information: <https://www.bgsu.edu/musical-arts/prospective-students/undergraduate/student-life/placement-exam-information.html>

### **Scholarships:**

- University Freshman Academic Scholarship: Students are eligible for this with their application to BGSU and GPA/SAT/ACT. They must have a complete application to BGSU by **February 20, 2025** (this means transcripts received and everything else required for the application). This can be a SUBSTANTIAL part of their scholarship package from BGSU. Encourage any prospects to apply by this date!
- Bravo Music Talent Awards
  - CMA talent-based awards.
  - Students must audition on or before **February 22nd** to be considered.
    - Recorded auditions must be submitted by February 17<sup>th</sup> for scholarship consideration so they can be evaluated by the 22nd.
- More detail on CMA Scholarships: <https://www.bgsu.edu/musical-arts/prospective-students/undergraduate/student-life/scholarships.html>

## **Graduate Admissions Specific Information**

### **People:**

- Greg Decker, Assistant Dean of Graduate Studies
- Erin Vile, Senior Secretary

### **Graduate Slate Access (new users—please note this is a separate form from undergraduate Slate):**

You'll need to complete the form [HERE](#) to request access.

Fill in all your information.

In the “system access” section:

- make sure the box that says “Slate” is checked
- select the dropdown there to “copy a current user’s access” and put a colleague’s information from your area in the CMA.

Under “supervisor information,” enter Name: Gregory Decker, BGSU Email: [gdecker@bgsu.edu](mailto:gdecker@bgsu.edu)

After this is submitted, it has to go through a few levels of clearance. Whoever you put as your supervisor is the next one, so you may give them a warning that the notification is coming to keep the process as speedy as possible.

Sharepoint site: Graduate Studies in Music

- Directions on how to use Grad Slate

### **Communication with Prospects:**

- Graduate Slate Inquiries:
  - Prospective students are encouraged to submit a Slate “inquiry,” which creates a record in Slate and puts the person on our radar. Each Slate inquiry receives an automated email from the Assistant Dean.
  - Faculty members or area coordinators will receive a forwarded notice of the inquiry with the person’s name, email address, and major/instrument. Please be on the lookout for these emails from the Assistant Dean and make contact with each individual. These prospective students are expecting to hear from you!
- Slate BCC address:
  - Anytime you email a prospective student, please BCC the email address below (**note that this is new for Fall 2024!**).
    - Graduate Slate BCC address: [bgg+2e14f923-c69e-432a-9c7b-fbdf58ebce7f@slate-mx.technolutions.net](mailto:bgg+2e14f923-c69e-432a-9c7b-fbdf58ebce7f@slate-mx.technolutions.net)
  - To ensure these messages are copied to the student’s Slate profile, you must periodically go to Graduate Slate, hover your cursor over the inbox icon, click “Gateway,” ensure the email is linked to the correct Slate record, and click “Save.”
- HTML Email Blasts:
  - Each fall term, the Assistant Dean sends HTML emails through Constant Contact advertising graduate assistantships in each area when they are open. The Assistant Dean will usually ask for updates to the email or recipient list in the spring term prior.
- **Remember:** research suggests that students place great weight on faculty interaction when choosing their graduate institution. You are encouraged to be in regular contact with any prospective graduate students!
- If you have any questions, please ask Greg Decker and/or Erin Vile.

### **Auditions:**

- MM Audition homepage: <https://www.bgsu.edu/musical-arts/prospective-students/masters.html>
- DMA Audition homepage: <https://www.bgsu.edu/musical-arts/prospective-students/dma/dma-audition.html>

- Music Certificate (CERT) homepage: <https://www.bgsu.edu/musical-arts/prospective-students/certificate-program.html>
  - Auditions this year are either in-person or virtual. Recorded videos are an option if students are not able to make the in-person or virtual dates.
  - Live virtual auditions are on Zoom again this year.
  - Please note: all assistantships require a live/synchronous interview/audition; the only exception are studio assistantships which may be offered based on recorded audition
- Placement exam information (MM only): <https://www.bgsu.edu/musical-arts/current-students/study-guide-for-history-theory-entrance-exam.html>

### **Assistantships & Scholarships:**

- Graduate funding comes mostly in the form of assistantships. These generally involve teaching and classroom/studio assistance, though some are research or service based.
- Master's degree assistants are usually contracted for 11 hours of work each week. There are some exceptions (e.g., Graduate String Quartet, Graduate Brass Quintet, band), and these are contracted at 15 or 20 hours of work per week.
  - All MM assistantships come with a scholarship that covers
    - The full instructional fee (tuition) for two years of study
    - The full non-Ohio-resident fee for one year of study (domestic students must become state residents after one year). International students receive the non-res scholarship for two years.
    - A yearly stipend paid biweekly. Current rates are as follows:
      - Quarter time = \$6000/year
      - 0.38 time = \$8100/year
      - Half time = \$10,800/year
  - Please note that assistantships do **not** cover the general fee, miscellaneous fees, or student health insurance. A “fully funded” student should expect to pay around \$5300 per year (or around \$3000 if they have health insurance through some other means).
- Doctoral students are contracted for 20 hours of work each week (no exceptions). Assistantships are the same as described above, but the stipend is currently \$14,500/year.
- We offer a small number of partial tuition scholarships for MM students each year. These may cover between 4–8 credit hours per semester.
- Please be aware that while we can sometimes offer a small amount of funding to CERT students, we generally cannot fund them.
- There are no other scholarship or funding opportunities for graduate students in the CMA. You are free to come to the Assistant Dean with a request, but please know that they generally cannot be granted (with regret!).