



RIDER UNIVERSITY
College of
Arts and Sciences

WESTMINSTER
CHOIR COLLEGE

MASTERS IN VOICE PEDAGOGY

FREQUENTLY ASKED QUESTIONS

WHAT YOU'LL FIND IN THIS GUIDE

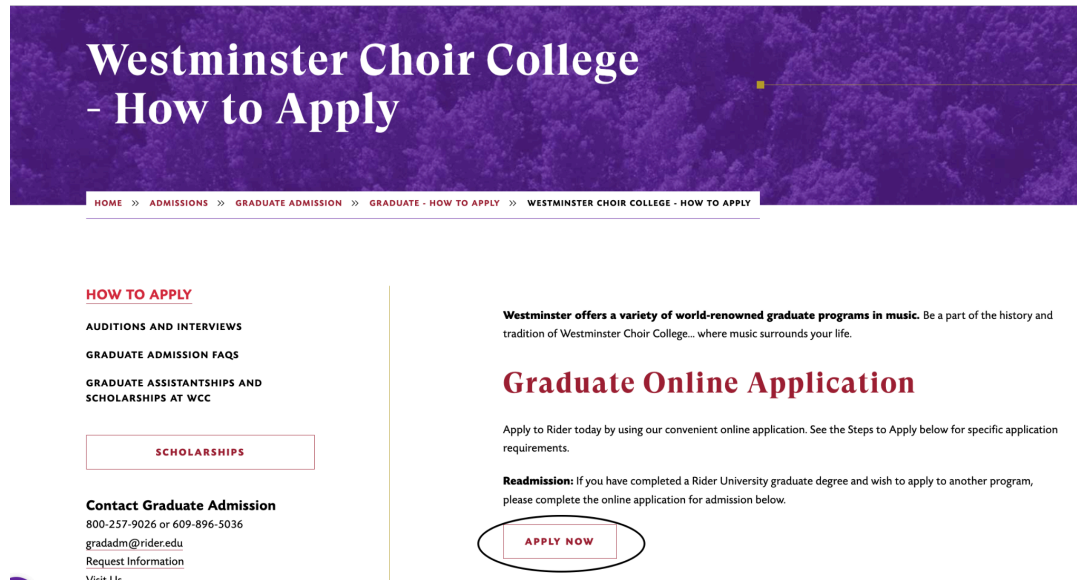
1. Becoming a student.....	2
<i>A guide to the application process</i>	
2. Who's who?	3
<i>Staff & faculty directory for the program</i>	
3. Getting started	4
<i>Selecting classes, getting online, paying your university bill</i>	
4. Degree completion	7
<i>Additional information on degree requirements</i>	

1. BECOMING A STUDENT

How to apply

A. For instructions on how to apply and the interview process

B. To start your application, click here and find the Apply Now button as shown below:



What you'll need to apply:

1. A **candidate's statement of intent**, outlining professional goals and expectations for Westminster's MVP program.
2. **Two letters of recommendation**, specifically addressing teaching and/or singing abilities.
3. **Documentation of post-baccalaureate professional experience in the field.** Candidates with significant prior teaching experience may include printed programs, audio recordings, reviews, or letters of support from former or current students.

Upload the above items to the **Be A Bronc Applicant Dashboard** (the Admissions Office can help you with this at gradadm@rider.edu).

After review, an **Admissions Interview** will be conducted by **Dr. Christopher Arneson**. Please check here for available interview dates, and be sure to register on your Be A Bronc Dashboard.

2. WHO'S WHO?

Whom to go to when

A. I have questions about the **application process** or my **application status**:
Contact the **Office of Admissions** at +1 (609) 896-5036 or gradadm@rider.edu.

B. I have a question about **tuition, loans, or payment plans**:
Students can talk to the [Financial Aid Office](#) via Zoom in the hours listed without an appointment, or by phone or email.

C. I have a question about my **bill, payments, or I'm having billing issues**:
Contact the **Bursar's Office** at 609-896-5020 or email bursar@rider.edu.

D. I need to contact my **advisor**:
Contact **Dr. Christopher Arneson** at carneson@rider.edu and see his [directory webpage](#).

E. I need to **register for classes**:
You will need to **contact your advisor for greenlighting**, which will allow you to register online. To register, use your **myRider Student Portal** at myrider.rider.edu.

There is more information and **steps on how to register listed below**. If you need additional assistance, contact Christina Ficarra at ficarrac@rider.edu.

F. I need to **drop a class**:
Contact the **Registrar's Office** at 609-896-5065 or registrar@rider.edu.

G. I need to **pay my university bill**:
This can be done on your **myRider student portal**. Please see the instructions listed [here](#). If you need additional assistance, contact the **Registrar's Office** at 609-896-5065 or registrar@rider.edu.

3. GETTING STARTED

Selecting classes & getting online

A. Placement Testing

- a. As an **MVP Classical** candidate (NOT Musical Theater), you only need to take the Diction Hearing Exam. The Diction Hearing Exam will take place at the start of your first semester. In the first week of September, please contact Dr. Arneson (carneson@rider.edu) to schedule your exam.
- b. **MVP Musical Theater** candidates do not need to complete any placement tests.
- c. Students may direct questions about the diction hearing to Margaret Cusack (mcusack@rider.edu).

B. What classes do I have to take?

- a. See our course catalogs:
 - i. Classical Track
 - ii. Musical Theater Track

C. How do I know what classes I can take online in a term?

- a. Check the **Enhanced Course Roster** on the myRider Student Portal at myrider.rider.edu (log in to the portal, click the Student tab on the left, under Registration Tools, click on the Course Section Search to see what's available)

The screenshot displays a student portal dashboard with the following sections:

- Admitted Students (GR)**
 - Admitted Student Information
 - Confirm My Rider Enrollment
 - Financial Agreement to Enroll (Required prior to enrollment and each semester thereafter)
 - Degree Works (Student Educational Planner) (View your academic program requirements and any transfer credits applied to your degree | [Get Help](#))
 - Visit Campus | Maps & Directions
 - Graduate Admissions (800-257-9026 | gradadm@rider.edu)
- Student Finances**
 - Financial Aid & Scholarships
 - Tuition & Fees
 - Financial Aid Portal (Review your financial aid information)
 - Financial Agreement to Enroll (Required every semester prior to course selection)
 - iPay - Pay your University bill and tuition/housing deposits
 - One Stop Documents Upload
 - 1098T Tax Documents
 - Zoom Meeting Room
 - One Stop Services (Financial Aid - Bursar - Cashier 609-896-5360 | onestop@rider.edu)
- Student Success**
 - Academic Success Center
 - Bookstore
 - Career Development & Success
 - Center for Diversity and Inclusion
 - Computer Labs
 - EAB Navigate
 - Engaged Learning
 - Online Writing Lab
 - Student Navigation Office
 - Student Accessibility and Support Services
 - Study Abroad
 - Supplemental Instruction
 - TracCloud (tutoring)
- Technology Services**
 - Reset my Rider Key password
 - Download the Rider mobile App
 - Technology information for new students
 - myRider portal help
 - View/Update your personal information (*Note: Do not add a 'valid until' date for your most recent permanent address. View the [Rider University policies](#) for updating personal information.)
 - Technology Help Desk (609-219-3000 | helpdesk@rider.edu)
- Registration Tools**
 - Before You Register
 - Course Section Search (Verify restrictions and prerequisites/co-requisites)
 - Course Selection Schedule (See when it's your time to register)
 - Registration Checklist
 - Summer Registration
 - Section Meeting Times Grid (PDF)
 - Register
- Class Schedule** (Last updated Jul 16, 2024 3:55 PM)

July 2024 < Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	15	16	17	18	19	20

8 AM
9 AM
- Classes** (Last updated Jun 25, 2024 9:38 AM)

No course information
You do not have any registered courses
- My Academic Tools**
 - Enrollment Verification Request
 - Request a Transcript
 - Course Withdrawal
 - View my transcript
 - Apply to Graduate
 - Status of Graduation Application

Calendars

 - Academic Calendar
 - Final Exam Schedule

- b. Use the **filters** to search for certain courses
- Enter the prefix for the course subject in which you are interested: for example, “VC” for voice, “CR” for conducting, “MH” for music history, etc. If you know the course number and/or section, you may add those as well to narrow your search. Note: “OL” before a section number indicates the course is online

The screenshot shows the 'Browse Classes' search page on the Rider University website. The header includes the Rider University logo and navigation links: [Student](#), [Registration](#), [Select a Term](#), and [Browse Classes](#).

Browse Classes

Enter Your Search Criteria

Term: Fall 2024

Subject:

Course Number:

Subject and Course (Combined):

Keyword (% is Wildcard):


Open Sections Only: ☐

Instructor:

Title (% is Wildcard):

[Advanced Search](#)

- c. You can change search criteria by clicking “Search Again” in the top left corner



[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Search Results — 75 Classes

Term: Fall 2023 Subject: Voice (VC)

CRN

Subject

Course

Section

Hours

Title

Instructor

Meeting Times

Status

Attribute

Reserved Se

Instructional Methods

Linked Sections

19024	VC	001R	05	0	Student Recital	Cusack, Margar...	S M T W T F S - Type: Class Bul 9 of 10 sea...				One-on-One	
19025	VC	001R	16	0	Student Recital	Price, Kathy (Pri...	S M T W T F S - Type: Class Bul 9 of 10 sea...				One-on-One	
19027	VC	001R	19	0	Student Recital	McCarthy, Sea...	S M T W T F S - Type: Class Bul 9 of 10 sea...				One-on-One	
19028	VC	001R	25	0	Student Recital	Massie, Robin (...)	S M T W T F S - Type: Class Bul 8 of 10 sea...				One-on-One	
19096	VC	001R	29	0	Student Recital	Sutton, Elizabet...	S M T W T F S - Type: Class Bul 9 of 10 sea...				One-on-One	
18084	VC	001S	01	0	Applied Voice Studio	Ameson, Christo...	S M T W T F S 03:20 PM - 04:20 F 10 of 10 se...				Standard (Classr...	
18086	VC	001S	05	0	Applied Voice Studio	Cusack, Margar...	S M T W T F S 03:20 PM - 04:20 F 10 of 10 se...				Standard (Classr...	
18922	VC	001S	06	0	Applied Voice Studio	Hymel, Bryan (P...	S M T W T F S 03:20 PM - 04:20 F 10 of 10 se...				Standard (Classr...	
18000	VC	001S	08	0	Applied Voice Studio	Esham, Faith (P...	S M T W T F S 03:20 PM - 04:20 F 10 of 10 se...				Standard (Classr...	
18747	VC	001S	15	0	Applied Voice Studio	Johnson, Kather...	S M T W T F S 11:30 AM - 12:30 F 10 of 10 se...				Standard (Classr...	

Search Again

D. How to use Canvas:

- Visit the [Rider Canvas Login Page](#).
- Use your RiderKey credentials to log in.
- If you have difficulty navigating Canvas, there are resources available [here](#).

4. DEGREE COMPLETION

Additional information on degree requirements

A. How many **classes** should I **take a semester**?

This will depend a little on what the offerings are and what requirements you still need to fulfill. Some semesters will have more than one option for your pedagogy courses, and other semesters will be better for tending to elective and other credit-type requirements—those offered online.

Please note that the federal enrollment requirement to receive **federal aid** is at least half-time. Rider defines 4.5 credits or more as half-time for graduate students. **Other institutional aid** generally requires full-time enrollment, 9 credits (or more) is defined as full-time for graduate students.

Please note there are specific add/drop/withdraw dates for each semester. If you miss the dates you may not be entitled to receive a refund for tuition. This information can be found [here](#).

B. What are “**core**” **electives**?

Core electives can be any subject area *except for voice* (anything that doesn't have the prefix VC). You could take a Music Education, Business, or another course of interest to fulfill this requirement. **It must be a three-credit, graduate-level course.**

C. What are “**free**” **electives**?

Free electives can be filled by any subject area, *including voice*. You can also use summer workshops, such as the Voice Pedagogy Institute. **You must register for graduate-level** (i.e., 500 number or higher) **courses.**

D. What about **paying for credits**?

There is a **pay-per-credit rate** regardless of the number of credits. Federal student loans are available when you take six (6) credits or more in a semester. You may be eligible to receive tuition discounts through one of Rider University's partners: <https://www.rider.edu/admissions/partnerships>.

E. What do I need to do to **satisfy the language requirement**, which is **required for the Classical Track only**?

Each graduate student in the Classical track of the MVP must take a diction screening in their first semester of study. The languages tested will be French, Italian, German and English. If the screening is not passed, the student can retake the test in December of the first semester. If they do not pass this test, they will need to enroll in *Singing in Foreign Languages*.

MVP students on the **Classical Track** take Private Vocal Coaching (VC 458 - 1 credit) with the focus on diction. Faculty are Ashbaker, Scurto Davis or Hosaki. They are required to do so online, if they do not pass the Diction screening which happens in the first semester of study and do not take and pass the second Diction screening which happens in December. They can take VC458 in the semester of their choice and there is a fee associated with the course.

F. What about **transfer credits**?

You may be able to transfer credits from an accredited institution for **GRADUATE** course work which you have already completed. These credits may count towards your **FREE ELECTIVE** courses. It is also possible that, depending on the course, your transfer credits could count for a core elective or a theory/history elective, and all transfer credits must be approved before the transfer is completed. You must provide a copy of the transcript from the institution where you took the course to **Margaret Cusack** (mcusack@rider.edu).

G. What is a **teaching internship** and **when can I complete it**?

a. **What is it?**

- i. In one scenario, students observe private and, possibly, group lessons and may be given readings, written assignments, and/or projects associated with their own teaching. It may be offered on an intensive basis in conjunction with Westminster Summer Session events, such as The High School Solo Vocal Artist and/or Vocal Institute. The student may also teach under faculty observation and supervision, including follow-up private discussions with the observer. Other scenarios are possible and

can be discussed with your advisor, but the topic must on focused on **TEACHING**.

b. When can I complete it?

- i. The timing for completing this requirement is flexible. The internship is most effective when taken towards the end of your degree work for a more meaningful synthesis of your studies.

H. How and when should I start work on the pedagogy capstone?

a. What is it?

- i. Under faculty supervision, students design and execute a significant research project exploring an aspect of voice/voice teaching that interests them. Students with special interests in speech pathology or voice therapy may elect to visit the clinics of medical voice specialists in the area who have an association with Westminster. Students usually register for this course in a later (or last) semester or summer term in which assistance is provided by the capstone advisor

b. When can I work on it?

- i. Again, this is flexible based on your needs and ability. Ideally, it should be done in a semester when you are not taking any other pedagogy track courses and near the end of your degree work.

c. Are there other exams or tests (e.g. orals) required for graduation?

- i. **All students pursuing a graduate degree at Westminster Choir College must pass a final oral examination in each major field.** This examination typically occurs during the last semester in which a student is enrolled prior to graduation. The examination may be scheduled only after completion of any and all non-credit-bearing courses being taken to remove deficiencies in musical preparation. The examination committee consists of no fewer than three Westminster music faculty members, full-time or adjunct, including two from the student's major area and one member from outside the major area. The departmental criteria for eligible faculty within the major area

are: one faculty from the voice pedagogy area and one faculty from the voice/opera literature area. It is the student's responsibility to contact the faculty members whom s/he would like to sit on their committee. Scheduling the Examination Once the student and her/his committee have all agreed on a date, (which must occur during the FINALS WEEK in either semester) and time for the examination, the student must submit an **Oral Examination Request Form** (available from the **Academic Coordinator**) to the Academic Assistant. One week before the examination, the AC will notify the student and the student's examination committee, via email reminding them of the date and time of the examination, as well as the room location. Students who have not passed all portions of the oral examination must be re-examined within one year from the date of the original or previous exam. Students failing to meet this deadline or have not passed the oral examination after three attempts are no longer considered degree candidates and become ineligible to graduate.

- I. As you proceed, you will want to check on courses in your degree that are still required. These are viewable 24/7 on **DegreeWorks**. You will need to log in to myRider. Click the Student tab and then find **DegreeWorks** under the **Advising & Academic Support** section. Requirements that have already been satisfied will be marked with a green check.

