



UNIVERSITY OF South Carolina

School of Music

Online Jury Processing - Student Instructions

The School of Music provides an online system for students to submit a repertory record in preparation for each semester's jury examination. This system has been overhauled for Fall 2023. Students should review this document to learn about the important updates.

Your applied professor may set a certain deadline for when repertory records should be submitted. If a specific deadline hasn't been set, be sure to submit at least one full week prior to your selected jury date.

Graduate Students (Using a computer, tablet, or phone)

https://fmp.music.sc.edu/fmi/webd/Grad_Students

Undergraduate Students (Using a computer, tablet, or phone)

https://fmp.music.sc.edu/fmi/webd/Undergrad_Students

First Log In

Students must create an account when first accessing this system. First, click the Students button, then click the Create New Account link at the bottom left of the student login screen. Please note, you will log in with the same account information to manage both jury repertory records and student recitals. Do not create multiple accounts for logging into this system.

Please Note: A login optimized for phones is available for accessing jury repertory records. Recital records, however, require logging in from a computer.



Students must create a Login account to manage their degree recital prospectus. To create an account, you will need your USC ID (printed on the back of your CarolinaCard or available in myaccount.sc.edu).

Undergraduate Students

Landing Page

On the Account Creation Screen, all information is required. The exact spelling of your first and last name along with your USC ID must match a record in our system in order for an account to be created. An appropriate contact for assistance will be displayed if inaccurate information is supplied. **The spelling of your first and last name (including any special characters, hyphens, apostrophes, etc.) should match what is shown on your Carolina Card or what can be verified by logging into Self Service Carolina (https://my.sc.edu).**



Create Account

Email Address Password (min. 8 characters, case-sensitive)

First Name Last Name USC ID (Student Number)

Security Question

Security Answer (case-sensitive)

[Create Account](#)

[Log In](#) [Forgot Your Password?](#)

Student Information

Upon successful login, student information as it exists on file will be displayed along with any repertory records created. If you are enrolled in multiple degrees, or a degree plus performance certificate, select the correct degree using the scroll arrows at the top of the screen before creating a new record. The Recitals and Juries buttons provide access to each record type. Click Juries to proceed in creating a new Repertory Record.

Exit
← Scroll Degrees →
Recitals
Juries

Joe Test
Bachelor of Arts in Music, Music

Scroll between available degrees Click to view Jury Repertory Records.

<u>Email</u> joe@test.com	<u>USC ID (Student Number)</u> Q22233344	<u>Area</u> Piano
<u>Primary Instrument</u> Piano	<u>Secondary Instrument</u> Cello	<u>Applied Major Professor</u> Jason Trenary
<u>Minor Area</u> Music Entrepreneurship		
Report any updates for the information above to mzeigler@mozart.sc.edu.		Music Minor (only) <input type="checkbox"/> Performance Certificate Enrolled <input type="checkbox"/> Complete <input type="checkbox"/>

REPERTORY RECORDS (JURIES)

+ Add Repertory Record (click a row to view details)

	Course	Semester	Year	Record Status	
✘	MUSC101R	Fall	2023	LOCKED (UPPER STRINGS FALL)	Details

Add Repertory Record

Click Add Repertory Record to begin, then read the information to confirm what is required. Click the Preview Time Slots button to view which time slots are currently available. When ready, choose an area and click Continue.

Create Repertory Record

Your repertory record will be created under the degree listed below. If you are enrolled in more than one degree, a different degree may be selected on the far left of the main screen (click cancel to go back).

First Name	Last Name	Degree
Joe	Test	Bachelor of Arts in Music

Before you click Continue, have all of the following information available.

- **DISCUSS POSSIBLE JURY TIMES WITH YOUR ACCOMPANIST.** You will need to select a jury time to submit your repertory record, so know the possible times that work for both you and your accompanist.
- **GATHER YOUR REPERTOIRE.** You will need to list EVERYTHING you have studied the entire semester, not just what you are playing in the jury. This includes in detail, all warmup exercises, scales/arpeggios, technical books and keys studied, etude books and specific etudes and repertoire (including excerpts, if applicable)
- Know the course number and hours enrolled associated with this jury.
- Know whether this jury will be an extended jury to advance to upper division or an extended jury for DMA candidacy.

Select the semester, year and area for which you will be performing a jury, then click Continue.
A separate repertory record must exist for each jury a student performs.

Fall 2023 Brass Select an Area

Complete the Repertory Record

This form is similar to previous versions. Complete all required fields, then click the Submit button to choose a time slot and submit your record. Due to system updates, students may now return to this screen as much as is needed before submitting. Please note: YOUR RECORD MUST BE SUBMITTED IN ORDER FOR FACULTY TO BE ABLE TO COMPLETE JURY REPORTS DURING YOUR JURY.

UNIVERSITY OF SOUTH CAROLINA School of Music

Brass Jury Repertory Record

General Form

Student Name	Student Email	Semester	Year
Joe	jason@jasami.com	Fall	2023

First Last

Degree Sought: Bachelor of Arts in Music Primary Instrument: Piano Performance Certificate: Performance Certificate

The above information is pulled from your student record in School of Music data systems. If any information is missing or needs to be updated, please contact Margee Zeigler (mzeigler@mozart.sc.edu).

*Will this be an extended jury? Yes No

Jury Time Slot: Dec 25, 1:00 PM - 1:10 PM

*Course Number: MUSC101F *Jury Instrument: French Horn *Instructor: Trenary, Jason L. Public Performance Requirement Met (date):

*Semesters of Applied Study: 3 *Credit Hours: 3 Did you perform a degree recital, and therefore will NOT be performing a jury? Yes Clear

Special Requests: Note items such as scholarship audition, consideration for change of major or performance certificate, etc.

*Repertoire/Etudes (jury performance)	*Composer	*Memorized	In Progress	*Date Assigned
Rep	Comp	Yes	<input type="checkbox"/>	Fall 2023
		Yes	<input type="checkbox"/>	
		Yes	<input type="checkbox"/>	
		Yes	<input type="checkbox"/>	

Record Not Submitted