UNIVERSITY OF South Carolina

School of Music

Online Recital Processing - Student Instructions

The School of Music has updated how student recital information is submitted and approved, and how recital programs are generated. Beginning Fall 2023, all students must use this system to submit program information for all upcoming recitals. For graduate students, this process also generates required prospectus documents.

As early as possible but no later than three weeks before the scheduled performance date, students should submit their recital information using this system.

Students should contact their applied professor before accessing this system to confirm which faculty will serve on the jury of the recital.

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

For graduate students, the recital director and all identified jury members will also use this system to review and approve the resulting recital prospectus and program and to acknowledge that the student may proceed with their recital.

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

For undergraduate students, the recital director (typically the student's applied major professor) will also use this system to review and approve the accuracy of the recital program and to acknowledge that the student may proceed with their recital.

ALL RECITALS MUST ALREADY BE SCHEDULED AND THE ROOM RESERVED BEFORE USING THIS SYSTEM.

Inline Help - The accuracy of all recital program information is the direct responsibility of the student and their applied professor.   Look for these buttons throughout the Recital Details form for helpful information, in context, regarding form and program details.

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

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

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.

Student Information
Upon successful log in, student information as it exists on file will be displayed along with any recital 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.

Add Recital
With the correct degree selected, click the Add Recital button to view the main recital details screen. Use the tabs across the top to navigate the main sections of the form. Click the blue Program button to preview the recital program. **For best results, click every Help Button (black circle with an "i") and read all help information throughout.**

Doctoral Candidacy Records

All Doctoral Candidacy Hearing records should be processed using the Graduate Students system, and submitted as a Recital Record (not a Jury Repertory Record). After logging in, click the Recital Tab at the top right of the screen, then Add Recital to start a new Recital Record. Doctoral Candidacy Hearings may take different forms. Regardless of the form the hearing takes, select "Doctoral Candidacy Hearing/Recital" as the Recital Type under the Recital Info tab, even if you are not performing a recital. Indicate the form of the hearing in the Performance Type field: Jury Time Slot, Traditional Recital, Recording, or Other. No matter the form the hearing takes, the director will be referred to as a "recital director," and the process for completing a Doctoral Candidacy Hearing record is the same as a recital:

1. Students submit their hearing/recital record which produces a prospectus.
2. The recital director reviews the record, edits if needed, then approves under the Jury Tab.
3. The other jury members approve, also under the Jury tab.
4. The Director of Graduate Studies approves from the bottom of the Jury tab.
5. For Recital Type "Doctoral Candidacy Hearing Recital", if, and only if, students indicate their performance type as a "Traditional Recital," a recital program will be automatically forwarded to the front office assistant for printing. No matter what Performance Type is chosen, a prospectus is always available for print.
6. Faculty log in to the Graduate Students system to submit ballots.

Candidacy Hearings that take place during Juries (Performance Type = Jury Time Slot)
When students are to perform their Hearing during juries, the Performance Type must be set as "Jury Time Slot." This choice allows the student or the recital director to select a time slot for the performance from among the available jury time slots for the area for the semester and year indicated.

This screenshot shows the Performance Type field, and, if it is set to "Jury Time Slot," the Select Jury Time Slot button, which shows available jury times. In regards to Candidacy Hearings that take place during Juries, students should only choose jury time slots as shown, not by submitting a Jury Repertory Record.

If no time slots exist for the semester, inform your recital director. Jury time slots must be created for the area in the Juries system by a FileMaker Area Admin. **If no time slot can be selected, the recital director will not be permitted to approve the record.**