

# REGISTRATION AND ADVISING

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## Entrance Requirements

For admission to the music major a student must first satisfy the University's general admission requirements given in the *Catalog*. In addition, the applicant must demonstrate sufficient proficiency in his/her selected field(s) of concentration to satisfy the music faculty that they are prepared for music study at the university level. **Specific Acceptance Procedures for New Music Majors can be found in Appendix I, and an Application for Provisional Acceptance into Music Degree Program.** A student desiring to major in music should register at the music office as soon as possible.

In addition to the required coursework, the music major demands a lot of individual and collective practice in order to develop the required proficiency. A student coming into the program must understand this requirement. The department makes no apology for the necessary commitment; on the contrary, it assumes students are willing and able to participate to the fullest extent possible and are committed to both individual and group excellence.

## Advising

An advisor will be assigned to guide each student in the registration process. The advisor has access to all of the information pertinent to the successful completion of the degree. A student is usually assigned to a professor in the area most closely aligned with his/her specific concentration. For example, a piano major's advisor will most likely be a professor of piano, and so on.

A student should not rely on the advisor to do all the work in preparing his/her schedule. The student is responsible for his/her own academic program and should come to each advising session with his/her work done beforehand. The advisor is the student's guide; the advisor and student should each take responsibility for seeing that the student is ad-

vised correctly. The advisor's desire is that each student is a success, and the advisor will work with the student to that end.

The best way to approach advisors is with a plan for the student's entire degree program. This approach gives a student the ability to plan well in advance, and to know what courses are necessary in order to graduate. Many upper division courses are offered on an every-other-year basis. Without long-range planning, some of those classes might be missed. Also, courses with prerequisites can sometimes only be met with good foresight and planning. Communication with the advisor is paramount in making successful registration plans. This schedule for course offerings can be found in Appendix H.

"Special Requirements" for music majors must also be addressed during the advising process. This includes such things as progress toward piano proficiency, level advancement in the applied area, recital attendance, and junior and senior recitals.

Music students enrolling for upper division music courses are expected to have a 2.0 grade point average in lower division prerequisites.

## Registration Procedures

Registration is the process by which the student registers for classes each semester. This should occur during the pre-registration period. If the student does not complete the registration process during this time, (s)he must register during the first week of classes when many classes are closed.

Approximately one week before the pre-registration period commences, students are to meet with their advisors to plan the student's course of study for the next term. Each faculty advisor posts an advising appointment schedule. It is the duty of each student to meet with her/his advisor during this period to plan the schedule that will be needed. The process is greatly enhanced if the student

comes to the advising appointment with all necessary materials, having prepared a tentative list of courses needed for the coming semester.

Students register for summer school courses during the spring preregistration period. Music department summer school offerings are limited and vary each year. Private lessons in voice, piano and guitar are normally offered.

### **Drop/Add Procedures**

Obviously, care needs to be taken in the registration process so that the courses for which a student registers are the necessary courses. There are times, however, when it becomes necessary to drop or add a class.

Each year the *Catalog* (available at [www.ptloma.edu](http://www.ptloma.edu)) lists deadlines for that process. The student must ensure that those deadlines are followed to avoid unwanted grades and charges. It is the responsibility of the student to obtain a change of schedule form ("add/drop slip") and fill it out in consultation with his/her advisor. To add a class, both the instructor of the class and the advisor must sign. To drop a class, only the advisor

must sign though it is also proper and courteous to communicate the drop of a class to the professor. Within the first two weeks of classes, faculty are authorized to add and drop students from their courses electronically. This eliminates the need for the "add-drop" slip at the beginning of the semester.

### **Graduation Check**

The required "grad check" should be just a formality if advising and registration have been done correctly. Each student should schedule this important check-up in the Registrar's office before the start of the senior year. A student should then return in the Fall of his/her senior year in order to apply for graduation. The completed "grad check" must be signed by late January in order for the student to graduate in May (check with the Registrar's office for the specific deadline each year). Ultimate responsibility for meeting all requirements for graduation rests with the student. It is the student's right to expect clear and correct advising, but ultimately it is the student's responsibility to meet all graduation requirements.