

SCHOOL OF MUSIC ADVISING GUIDE

This document serves as a guide to academic advisement for music majors and minors! You must meet with your advisor to secure the date/time of registration and to get your PIN before registration begins.

To prepare for your advising appointment, please do the following:

1. Access your **DegreeWorks** audit through **RAIL** to get an idea of the courses you still need to take. Carefully check to make sure all of your classes are fulfilling the requirements in the appropriate category – especially with credits transferred from another institution.
2. Visit the Advising Assistance Center link on the Shepherd homepage and click on the Student Resources to find the **Core Curriculum worksheet** to determine options for your core curriculum requirements.
3. Visit the School of Music page and click on the Current Students to access **Four-Year Progression** sheets for your major.
4. Using the DegreeWorks audit, core curriculum worksheet and Four-Year Progression, examine the **Class Schedule** on the Shepherd homepage to see classes in every subject for the upcoming semester to draft a schedule of classes. Make sure you pay attention to the different **course modalities**! MUAP = music applied (lessons), MUEN = music ensembles, MUSC = music classes
5. Refer to the **School of Music Two-Year Course Rotation** located on the Current Students page for music classes not offered every semester.
6. **For lessons and ensembles ONLY** – there are 100 level and 300 level listings. If you have 29 total credits or less, register for the 100 – level. If you have 30 total credits or more, register for the 300-level. Music majors are required to register for lessons and at least one major ensemble every semester.
7. **Have you passed the PPE** (Piano Proficiency Exam)? If not, you should be taking Class Piano at the appropriate level. See PPE Exam materials on Current Student page.
8. **Are you performing a junior or senior recital?** You must have: 1) passed all parts of your PPE, 2) Earned a grade of B or higher on lessons, 3) completed a recital proposal and submitted it on time (Friday of midterm week). Make sure to register for MUAP 397 or MUAP 497 as appropriate.
9. **For BME students ONLY:** do you need to take any of the Praxis I exams, or do you have proof of exemption (must be done before Juncture 1)? Have you taken all necessary pre-requisites before Juncture 1 to ensure that you can proceed with upper level EDUC courses (MUSC 100, ENGL 101/102, MATH, COMM 202)? Do you need to take the Praxis II exam yet (begin as early as 2 semesters before student teaching)? Do you need to apply for Juncture 1 (same semester as EDUC 320) or Juncture 2 (same semester as EDUC 443)?
10. **Make an appointment with your advisor** during the advisement period. Add the advisement date and time to your calendar.
11. **Show up for your appointment!** Bring a schedule of courses that you are interested in taking and any questions that you may have about your program. You and your advisor will discuss your options before they provide you with your PIN and registration time.
12. Once your registration time arrives logon to RAIL and **register using the CRN for each course**. Make sure to check that MUAP lessons are 1 credit.
13. If you get any **Registration Errors** you may require an override from the SOM Director (these must be for MUAP, MUSC or MUEN classes ONLY). To achieve a class override, please email the Director of the School of Music with the following information: Your name and student ID, type of override you need, class code, number, title, section and CRN. (Example – *Music Student #000234567 needs a Time Conflict override for MUEN 160 Band section 01 CRN 30303*).

The **Advising Assistance Center** in the lower level of the library can also assist you with schedule planning.