

## UNDERGRADUATE ADVISING RESPONSIBILITIES

The list below regarding STUDENT RESPONSIBILITIES is in no particular order. It includes items that require your constant attention, items that are strong suggestions, and items that are directly relative to posted deadlines. Please read carefully.

Students must understand that they are personally and individually responsible for and will be held accountable for carefully planning their academic career at Towson. This includes short-term planning for each semester as well as long-term planning relative to course rotations and sequences and ultimately, completion of all degree requirements for graduation. Students have many public resources to help them plan. These include:

1. The TU online catalog for course listings, descriptions, and prerequisites as well as the Core Curriculum checklists and degree requirements.
2. The Music Department website ([www.towson.edu/music](http://www.towson.edu/music)) under the link titled "Undergraduate Programs."
3. The degree checklist from the Music Department.
4. The postings on the Music Department Official Department bulletin board located on the 3<sup>rd</sup> floor of the Center for the Arts across from the Recording Studio.
5. The mandatory group advising meeting that is often held prior to registration each semester.
6. The emails sent by students' assigned advisor (to the student's TU email address).
7. The mandatory individual advising appointment with the assigned advisor held prior to registration each semester.

Students must recognize that they must take charge of their academic career and do everything necessary to ensure that they are well informed and have meticulously maintained and updated written records of their academic progress. Students should make every effort to find necessary information from the public sources prior to contacting their advisor. The role of the assigned advisor is to monitor and respond to the planning presented to them by their student advisees. The student must complete the planning and bring the written documentation prior to an individual advising meeting. Students must attend the mandatory meeting, complete their course planning, sign up for their individual advising appointment by the advisor's deadline, and show up on time for the advising appointment. The student then, according to the published dates and deadlines, submits the required documentation to the Assistant to the Chairperson/Academic Program Coordinator and picks it up after processing. Finally, the student, again on schedule, must complete the on-line registration process. Because there is no other person double checking the online registration, the student must be especially vigilant to make certain that all course were registered and that the correct number of credits is chosen for variable credit courses such as private lessons, independent study, and internships.

### **STUDENT RESPONSIBILITIES:**

- Read all information thoroughly
- Adhere to all deadlines
- Respond promptly to all communications from the advisor
- Sign up for one-on-one meetings in a timely manner
- Keep track of ensemble credits – the overall number AND category
- Attend all mandatory group advising sessions (often one per semester)
- Bring to one-on-one advising meeting the following:

- University Core Curriculum Checklist
  - Advising Checklist for major degree program
  - Transcript copy (transfer students ONLY)
  - Course Authorization Forms
  - List of classes to take the following semester
  - Back-up list of classes to take the following semester
  - BS in Music majors should bring a list of the free electives (no MUSC, MUED or MUSA courses) being used to satisfy the requirement
  - Individualized Degree Completion Plan (after 45 credits are completed)
- Bring internship forms (to Professor McFalls only) that can be found at and downloaded from the TU Career Center website
  - If changing major, do so on-line and in a timely fashion (see additional information regarding declaring or changing the music major or minor)
  - Become aware of graduation application deadlines (information found on-line)
  - Become aware of the junior and senior recital process and deadlines (information found online each term)
  - Turn in and pick up course authorization forms from the Music Office (Center for the Arts 3095) promptly
  - Avoid heeding the word of peers regarding YOUR academic career
  - Students intending to do internships should read the appropriate materials on the Music Department website
  - In all cases, the Music Department Chairperson has the final word

**ADVISOR RESPONSIBILITIES**

- Give ample opportunities to sign up for one-on-one meetings
- Provide timely guidance
- Have access to up-to-date information regarding music class offerings, ensemble offerings, etc.
- Track student attendance at required convocations/recitals (done by the Department Advising Committee)

Please sign below and bring this to your initial individual advising session. Signing indicates you understand your responsibilities.

This form will remain in your advising file and you should retain a copy for your file.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT YOUR NAME CLEARLY ABOVE