

## ***Undergraduate Music Major/Minor Advising Document Checklist***

All undergraduate music majors and minors must bring the following documents to their advising meetings. If you do not come prepared for your advising session, your advisor reserves the right to refuse to meet with you during that time.

- Current PDF version of your Academic Requirements*** -- (obtain this from Towson Online Services by logging on to your student center page, click on the Academic Requirements link and then the green tab titled "View Report as PDF").
- Up-to-date music degree checklist*** -- The forms can be found on the music website under Resources for Students → Advising and Degree Completion Planning.
- All forms required to enroll in music major courses*** -- (*Request for Authorization Form*; *Recital Authorization Form* -- if applicable)
- Proposed schedule of classes*** (with meeting times) you plan to take next semester as well as a ***schedule of alternatives***)
- Bachelor of Science in Music Majors – List of free electives (**no** MUSC, MUED or MUSA courses) being used to satisfy the requirement for courses outside music.
- Newly Matriculated Transferring Students – copy of your transcript(s) from all previously attended institutions if you have not already supplied one to the Assistant to the Chairperson (an "unofficial" copy is acceptable). Your advisor will then forward these to the Assistant to the Chairperson.
- Students who plan to enroll in an internship – Send forms (which can be downloaded from the TU Career Center site to Professor Glenn Workman - Center for the Arts room 3095)/ See <https://www.towson.edu/careercenter/students/internships>.

All majors and minors must be familiar with the registration policies, procedures and deadlines as posted on the music website and the official announcement bulletin boards. Please read the information carefully and completely.

If you do not intend to register for courses next semester, please notify your assigned advisor promptly.

