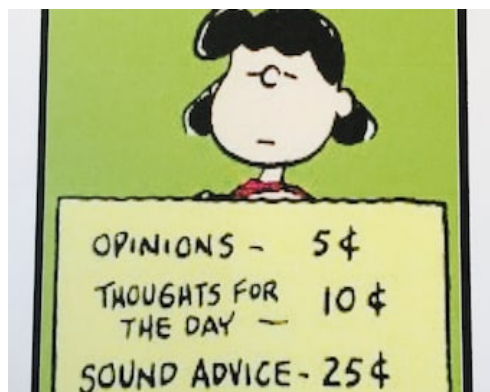**TOWSON UNIVERSITY™ | Music**

Department of Music

Student Advising Guide

Version 1.0

9/22/2021

<u>Introduction</u>

Academic advising is the responsibility of all tenure/tenure track faculty and lecturers (as desired or by assignment.) Outside of teaching, academic advising is one of the most important functions that faculty perform in service of guiding students toward the goal of graduation with a degree in music. Faculty report on their annual review the numbers of advisees assigned as well as any evaluations of advising or self-reflection upon the advising performed. This guide is intended to assist faculty as they seek to advise students with dedication and care.

<u>Faculty Responsibilities in Advising</u>

Faculty should refer to the roles and Advising Responsibilities document provided by the College of Fine Arts and Communication. *N.B. At the time of this authorship, that document is in development.* However, the following items should be considered by Department of Music faculty as they undertake advising duties.

"TU (faculty) advisors should:
- *Possess the ability to disseminate accurate information, to give appropriate guidance, and share information about the university*
- *Understand TU degree requirements, including the University Core Curriculum*
- *Be knowledgeable about department curricula, classes, and prerequisites*
- *Be available to answer students' questions and follow up with students on important matters in a timely manner*
- *Meet with their advisees at least once a semester; consider increasing office hours during peak advising times*
- *Effectively guide students toward setting and reaching academic and professional goals*
- *Discuss how a course of study fits a particular academic or career interest*
- *Discuss academic goals and future career plans*
- *Refer students to available career resources, including the Career Center*
- *Be able to refer students to other faculty/staff within their department or college for further assistance*
- *Make effective referrals to campus resources*
- *Use appropriate technology that supports advising and registration, be able to demonstrate to students how to access and use that technology, and keep accurate and up-to-date advising records*
- *Guide students in developing/using an individual degree completion plan*
- *Ask students to consider studying abroad/away, fellowships, scholarships, internships, and research opportunities*
- *Encourage students to become involved on campus and in the community*
- *Suggest university resources to improve study skills*
- *Demonstrate that you care about the students' academic success*
- *Empower each student to make independent and informed decisions (be an advisor, not a manager of a student's academic pathway)*
- *Discuss consequences of withdrawing (from a single course and/or the University) and repeating a course; help them to understand the consequences*
- *Participate in advising workshops for faculty, provided by the department, college, and/or University*

Additionally, Towson University states that an Academic Advisor will help students:
- *Learn about educational opportunities*
- *Make thoughtful decisions*
- *Build a personalized plan to graduation*
- *Learn to take responsibility for monitoring their own progress."*[1]

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[1] Extracted from Draft 5.0 of TU FACULTY ADVISING EXPECTATIONS (1 September 2021) – DRAFT 5

# A Step-By-Step Guide to Academic Advising of Music Majors/Minors

I.   Finding the names of your assigned advisees, dashboard navigation and communicating with advisees.

Method #1: (most useful)

- Go to https://mytu.towson.edu/mytu/home and click on
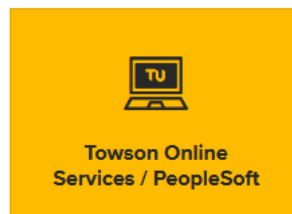
- Enter your credentials as requested.
- You will come to the following page at the top of which you will see "My Homepage". Click on the down arrow and then click on "Advisor Homepage"
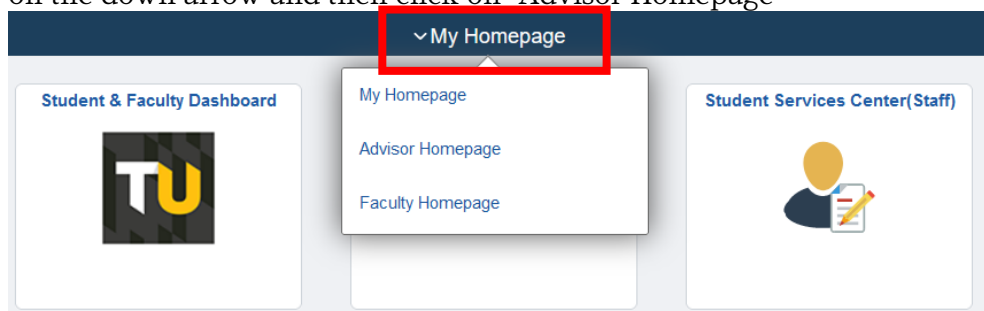
- This will then take you to a page that looks similar to this. (Your page may have fewer tile options.)
- Click on "My Advisees" which takes you directly to the PeopleSoft interface you'll need to access for effective advising.
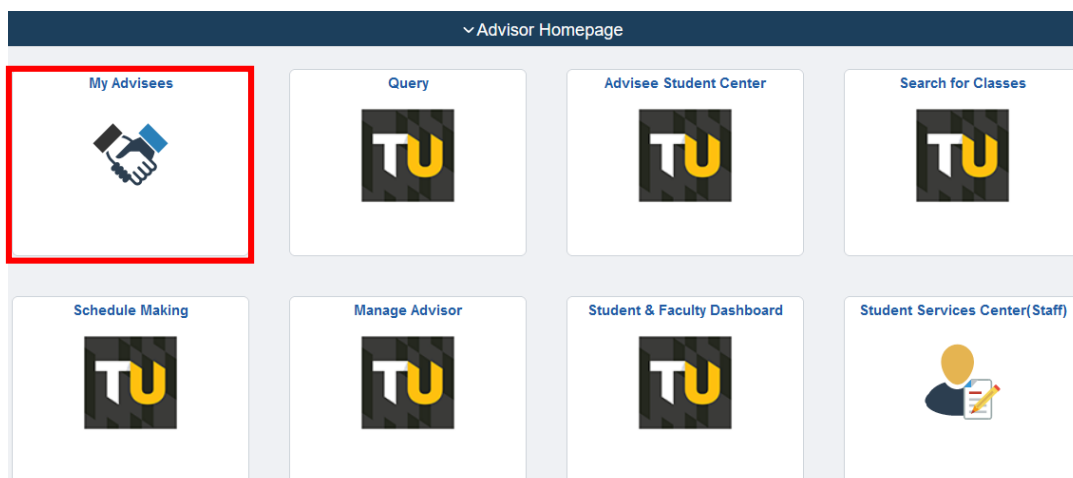
- This will bring you to a screen which looks similar to this. (see image below)
- Notice that if you have more than 10 advisees you'll need to expand your view by clicking on "view 100" which will expand to see more, if not all, of your advisees.

- Clicking on "View Student Details" (See yellow oval above) which will take you to the student's PeopleSoft Student Center page showing class schedule, transcript, holds, enrollment appointments, advisor name etc…
- This is your "command central" for conducting advising.

Method #2 (useful for looking up student contact info)

- Alternatively, you can access your advisees from your faculty dashboard.
- When you log in to "Towson Online Services" you'll see this icon.

Student & Faculty Dashboard

- Click on this tile which will direct you to the following dashboard. (Yours may look slightly different than pictured here.)
- Click on "View Advisees"
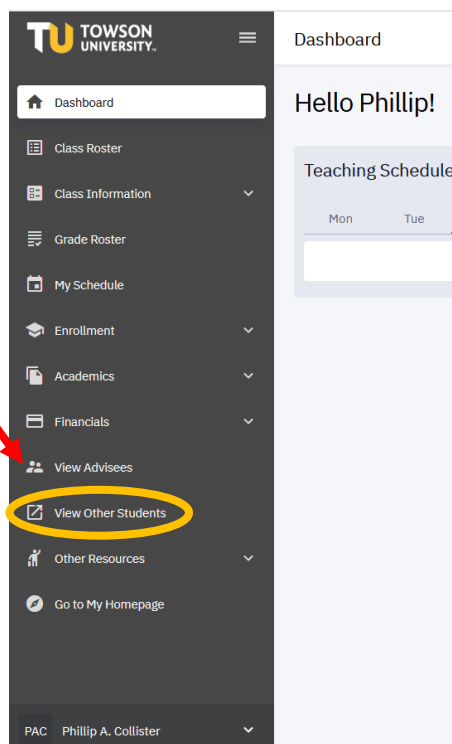
- You will be brought to a page that looks something like what you see below with a list of your advisees with pictures (if a student has uploaded such.)
- By clicking on the arrow, the picture, or the ID number the student's information will expand to show their degree program & phone number.
- If you click on their name, an outlook email template will automatically be opened so that you may communicate with the student in that manner.
- Other functions such as "search, advisor role, and career [UG or GRAD] are found at the top.

- At any time you can also click on the "view other students" button on the left-hand navigation panel *(see gold oval shown above)* to search for other students by ID number or name.
- A search under "view other students" will take you to the student's PeopleSoft page from which you can access, most importantly, their class schedule, unofficial transcript, and academic requirements.
- N.B. You are encouraged to use Method #1 to more quickly access all of your advisees and navigate more fluidly between advisees.

II. A guide to advising acronyms, Advising Forms, Advising Process, Explanations and other information

Click on any general heading A-I to jump to that section of the document. A list of topics within each content area included for your reference.

A. General acronyms
B. Departmental forms and links to locations
>> *Information for Spring 2022 advising
>> Department of Music Undergraduate Advising Verification Record
>> Advising Checklists
>> Suggested Plans
C. Advising Process – suggestions and tips
   A. Useful Websites for Advising
   B. Scheduling advising sessions
   C. Advising in-person or via Zoom?
   D. Length of advising sessions
   E. Required documents of the advisee *before* their advising session
   F. Required documents of the advisee *at* their advising session
   G. The advisor prepares for the advising session by:
   H. At the advising session – What to do…
   I. At the end of or just after the advising session….

D. Using PeopleSoft to Advise Students
   A. General Overview of PeopleSoft Advising Screen
   B. Go to *Self Service* ➜ *Advisor Center* ➜ *My Advisees*.
   C. Academic or Account Holds
   D. Individual Degree Completion Plan Hold – IDCP hold
   E. Academic Program Advising Sheets and Department of Music Advising Information
   F. The PeopleSoft *Academic Requirements* page
   G. Ensembles (policies)
   H. Lessons
   I. Reenrollment in the Major
   J. Regarding Music Theory and Musicianship sequencing
   K. Change of Major Minor Form
   L. Filing for Graduation
   M. Music Authorizations, Lesson Credits, Time Conflicts
   N. Time Conflicts with a Class
   O. Progress Toward the Degree – Department Policy
   P. Academic Concerns
   Q. Course Exceptions
E. Transfer Students
   A. Evaluation of Transfer Credit
   B. Academic Requirements PS Page for Transfer students
   C. Articulation Agreements with Community Colleges

F. AP and IB Scores and "Swapping Out" of Transfer Credits
G. Current Students Transferring Courses from Other Institutions, Repeating Courses and TES
H. Other advising information and resources for advisors and advisees
   A. Final credits at TU
   B. Failed classes at TU
   C. Pass/Fail Grade Options
   D. Resources on Campus
   E. Combined Degree – MUED and one of the BM degrees
I. Music Minors

A. General Acronyms & Glossary of Terms

PS = **PeopleSoft** - https://mytu.towson.edu/mytu/home

SSC = **Student Success Collaborative** - https://towsontigers.campus.eab.com/ An online platform to contact and communicate with your advisees, leave progress notes, schedule appointments. (While this system is recommended by University Advising, few, if any, of the Department advisors use it currently.

IDCP = **Individual Degree Completion Plan** – required to be completed by all students when they reach 45 units/credits. An advising hold is automatically placed on the student account which is lifted by the advisor once the IDCP has been turned in in electronic form. This form is then uploaded to a COFAC SharePoint site. (See additional information regarding this below.)]

Link to Instructions:
https://www.towson.edu/cofac/departments/music/resources/documents/guite_to_degree_completion_planning.pdf

Link to form:
https://www.towson.edu/cofac/departments/music/documents/rs_individualized_degree_completion_plan.xlsx

EdTPA & TK20 = **https://wp.towson.edu/tk20/edtpa/** a national performance assessment for beginning educators. Candidates will plan and teach a sequence of 3-5 lessons and will develop a digital portfolio of lesson materials, work samples, video footage, and written reflections.

CORE = **University Core - https://catalog.towson.edu/undergraduate/core-curriculum-requirements/**

- Advisors should familiarize themselves with the requirements of the University Core as well as those courses from required Music classes which may count as a "double dip" between the Music degree(s) and the CORE.
- These double dip courses include:
    - For All Majors:
        - MUSC 287 – CORE 4 [n.b. the student's CORE 5 selection may not be a music class]
    - For MUED Majors
        - EDUC 202 – CORE 10
        - MUED 311 – CORE 9
        - MUSC 202 – CORE 12
        - PSYC 101 – CORE 6
    - For BM and BS General Students
        - MUSC 201 – CORE 11
          OR
        - MUSC 202 – CORE 12
- N.B. Not more than four CORE courses in the Music discipline are allowed to count toward the total CORE completion requirement.

ADH = **Academic Degree Hold**

- *Student Account Hold* - student cannot register (student owes more than $250.00 on their account)
- *Bursar's Hold* – less than $250.00 owed – student *can* register
- *Immunization hold* or other health related hold – student cannot register
- *IDCP or DCP Hold* – When student reaches 45 credits, student submits their IDCP to you. The hold is lifted by the advisor after the plan has been submitted to you. While the student can still enroll, advisor must remove the hold to indicate the plan has been submitted. (*See additional information below in section IV.D regarding how to file the IDCP).*
- *Academic Advising Required* – student must meet with the advisor before they can proceed. Advisor must remove this hold after the student meets with them.
- *Academic Jeopardy Hold* – very low GPA. Student may or may not be able to enroll even after meeting with Academic Advising Office.

AP & IB Scores = Advanced placement or International Baccalaureate Scores (see more information below in section VI. (Students have one year from their first semester at Towson University to send documentation to TU to get credit for AP or IB courses.)

TES = **Transfer Evaluation System.** The Chair and Assistant to the Chair evaluate transfer of credits for all transfer students regardless of transfer from a two or four year institution. Students can use this system to evaluate if a course from another institution will transfer to Towson.

Change of Major/Minor Form – If you have a student who is changing major or who has not yet changed their major/minor after being advised to do so, the link to this form, which must be completed by the student only, is found from their student center page. (see details below)

Filing for Graduation – The University has very strict deadlines to file for graduation. As an advisor, you should keep abreast of when a student is nearing completion of their degree, *at least at the advising session for the penultimate semester of study,* and remind the student to file on time for graduation. A graduation clearance report will be generated which will show any deficiencies in their degree plan. (See details below)

B. Departmental Forms and links to locations -
https://www.towson.edu/cofac/departments/music/resources/advising.html

*Information for Spring 2022 advising – a most important page of information and links to forms that students will need to complete.

https://www.towson.edu/cofac/departments/music/resources/registration.html

Department of Music Undergraduate Advising Verification Record – to be completed on the fillable PDF form (see link below) after each advising session and included in the student's advising file. Also send the document to musicadvising@towson.edu to be kept in the student's permanent file. This is an important document on which you will notate what was discussed and took place at the advising session as well as your advising recommendations.
https://www.towson.edu/cofac/departments/music/documents/rf-advising-verification-form.pdf

Advising Checklists – each of the Department's programs have associated advising checklists for degree completion. Advisor *and* student should keep these up-to-date with courses completed and semester taken, red-flags for courses needed, courses failed and needing to be

taken again, changes to degree program etc… All of the files below will open as a fillable PDF or MSWord document.

- The advisor should keep these electronically or in paper form. The student should also keep an updated version of their advising checklist and bring it to their advising sessions.

  - Bachelor of Science in Music (DOC / PDF)
  - Composition (DOC / PDF)
  - Core Curriculum for New Students under 2017 Catalog (DOC / PDF)
  - Guitar Performance (DOC / PDF)
  - Instrumental Music Education (DOC / PDF)
  - Jazz/Commercial Composition (DOC / PDF)
  - Jazz/Commercial Performance (DOC / PDF)
  - Keyboard Performance (DOC / PDF)
  - Music Industry Minor (DOC / PDF)
  - Music Minor (DOC / PDF)
  - Vocal General Music Education (DOC / PDF)
  - Voice Performance (DOC / PDF)
  - Winds/Strings/Percussion Performance (DOC / PDF)

Suggested plans – links to the University Catalogue.

- Bachelor of Music
- Bachelor of Science
- Bachelor of Science in Music Education

C. Advising Process – suggestions and tips

A. **Useful Websites for Advising**
   a. University Undergraduate Catalog, Core listings and Class Search Tips
      i. A list of university cores can be found at the following website: https://www.towson.edu/advising/current/curriculum.html.
   b. The undergraduate catalog can be found at the following website:
      i. https://www.towson.edu/academics/undergraduate/catalog.html.
   c. The Department's Advising pages can be found at:
      i. https://www.towson.edu/cofac/departments/music/resources/advising.html
      ii. https://www.towson.edu/cofac/departments/music/resources/registration.html
   d. Recital Information is found at:
      i. https://www.towson.edu/cofac/departments/music/resources/recitals/
   e. Music Student Handbook if found at:
      i. https://www.towson.edu/cofac/departments/music/documents/rs-music-student-handbook.pdf
   f. Other forms for students
      i. https://www.towson.edu/cofac/departments/music/forms.html
   g. Career Information if found at:
      i. https://www.towson.edu/cofac/departments/music/resources/careersupport.html
      ii. https://www.towson.edu/careercenter/students/communities/mac.html

B. Scheduling advising sessions
   a. Any number of methods can work for scheduling.
      i. Some advisors use the Student Success Collaborative [SSC] https://towsontigers.campus.eab.com/ to schedule and communicate with advisees.
      ii. Music advisors mostly contact via email or create an on-line sign-up. With a small number of advisees, you might simply wish to set up advising via email.
   b. It may be useful to schedule advising sessions based upon the student's allowed registration date. i.e. those who register first should be advised first if possible.

C. Advising in-person or via Zoom?
   a. You are *strongly* encouraged to conduct your advising sessions in-person rather than over Zoom especially since this may be your first time doing advising in a long while.
   b. Current department advisors report that face-to-face advising is far preferable to Zoom sessions. However, Zoom sessions can be effective for students who really "have it together" or who may be graduating that semester.
   c. Zoom sessions can be effective for advisee check-ins throughout the semester or to conduct a group advising session in preparation for face-to-face advising.

D. Length of advising sessions
   a. Generally advising sessions take between 20-30 min. with some students needing longer.
   b. You will learn which of your advisees are "high maintenance" and need more time.

E. Required documents of the advisee *before* their advising session
   a. *Course Authorization Form* – emailed to the advisor at least one day prior to their in-person meeting
   b. *IDCP* – if applicable – and sent at least one day prior to the advising session. (see below)
   c. *Recital Authorization Form* (completed and signed by their applied teacher)
   d. Some advisors may want the student to send an electronic version of their updated *Advising Checklist* prior to meeting to compare with the advisor's version on file.

F. Required documents of the advisee *at* their advising session
   a. The student's copy of their specific *advising checklist* (degree specific) https://www.towson.edu/cofac/departments/music/resources/advising.html
   b. *Course Authorization Form* – a physical copy showing proposed schedule of classes for the upcoming semester
   c. A list of alternate class choices should a course be full when they register.
   d. Their plan for completion of the degree. This is a map for their remaining semesters of study and is different from or derived from their IDCP.
   e. BS (general) degree students – bring a list of free electives they are interested in from outside of Music.
   f. Internship/Thesis students – bring all required forms. Remind the student to meet with the internship coordinator and/or thesis advisor prior to their advising session.

G. The advisor prepares for the advising session by:
   a. Comparing your *advising checklist* for the student against the copy they sent over email.
   b. Checking the *academic requirements* link in PeopleSoft for the student's completed CORE classes.

c. Using PeopleSoft to fill out the advising checklist for CORES completed.
d. (Optional but useful) printing out or having available the student's current transcript for reference during the session. (This can be accessed from the Student Center Page in PeopleSoft).
e. Checking for repeated course work and if the student has unauthorized repeats on their record.
    i. If unauthorized repeats – the student must file a petition with Academic Standards Committee
    ii. On-line form link: https://powerforms.docusign.net/02d884ac-4ac0-4119-91f5-4070ca7559c7?env=na3&accountId=6c86146e-eb74-4715-93d9-b5f39e4db265
f. Have Kleenex ready!

H. At the advising session – What to do…
a. Check in with the student on how they are doing academically, problems, concerns, road blocks etc…
b. Compare the *course authorization form* [CA] with the student's advising checklist and/or transcript
c. Go through the degree program and discuss what's left for the student to take, recommendations for classes to them, recommend changes to the CA form,
d. Talk about any challenges the student is facing – academic or otherwise
e. Ask if they are giving a recital or, if applicable, petitioning to do a recital. Discuss recitals with them.
    i. Petitions to do a recital must be approved by their applied teacher and sent to the Chairperson for approval.
    ii. Information about recitals planning for students can be found at: https://www.towson.edu/cofac/departments/music/resources/recitals/
f. Ask when they will give their Upper Division Jury? Discuss this with them and/or make sure they ask their applied teacher and Division Leader for guidance and information.
g. Share campus resources for students as needed. (See additional information below)

I. At the end of or just after the advising session….
a. Complete the *Advising Verification Form*.
b. Give a copy to the student and keep one in the student's advising file.
c. Email the following items to musicadvising@towson.edu
    i. The *advising verification form (from above)*
    ii. The student's completed *course authorization form*
    iii. The student's signed *recital authorization form* (if applicable)
    iv. The student's IDCP (if applicable)
d. Upload the student's IDCP (if applicable) through the SSC portal.

D. Using PeopleSoft to Advise Students

Note: Some of the information below may be repeated from sections above but is articulated in a different way that could be helpful to some advisors.

A. **General Overview of PeopleSoft Advising Screen**
   a. *a.* Faculty will primarily use PeopleSoft to view information regarding their advisees.

B. Go to ***Self Service → Advisor Center → My Advisees***.
   a. You will see your list of assigned advisees. By clicking *View Student Details,* you will be able to view their entire schedule for the term, any holds they may have, enrollment appointments, a list of "To Dos" (like taking required Math Placement or Reading Placement tests), links to view their course history, their academic requirements, etc.
   b. It is here that you lift "Academic Advising Holds." You will do this *only* after you have met with your **music major advisee**. This allows the student to enroll for the next term's classes after they have been authorized for their classes.

C. **Academic or Account Holds**
   a. See the information above under Section II.
   b. It will also be helpful to call students' attention to any immunization holds, transcript holds, or student account holds they may have. While these types of holds are in place a student will *not* be able to enroll even if you have lifted the advising hold.
   c. While it should be a students' responsibility to know of these holds, it is best practice to point this out in your advising meeting(s) as it can save you numerous email exchanges later.

D. **Individual Degree Completion Plan Hold – IDCP hold**
   a. In addition to an Academic Advising Hold, students may have an *Individual Degree Completion Plan* Hold N.B. You only need to monitor these for Music Majors, not minors). After students earn 45 credits, they must file a degree completion plan.
   b. The forms and suggested 4-year plans are on the Department of Music website under ***Resources for Students → Advising and Degree Completion Planning***.
   c. You will be responsible for lifting the IDCP hold as well.
   d. Advisors lift the hold only after having carefully reviewed the IDCP and are ready to sign off on it. This is a good time to check if the student is realistically on track to graduate in their anticipated timeline.
   e. The faculty advisor is expected to submit the IDCP through the Student Success Collaborative [SSC].
   f. For more information on this contact the Chairperson or Assistant to the Chairperson for training.

E. **Academic Program Advising Sheets and Department of Music Advising Information**
   https://www.towson.edu/cofac/departments/music/resources/registration.html
   https://www.towson.edu/cofac/departments/music/resources/advising.html

F. **The PeopleSoft *Academic Requirements* page**
   a. This page in PS is somewhat helpful for some things (see outlined image below).
   b. However, advisors are strongly encouraged to use the Department Advising Checklist for each music major degree program. Those forms can be found on our website – https://www.towson.edu/cofac/departments/music/resources/advising.html

Advisee Student Center

Christopher D. Ackerman's Student Center ★
0754578

*Change Advisee Ackerman,Christopher Doran

▼ **Academics**

Student Class Schedule
Student Planner
Transcript: View Unofficial
Academic Requirements

other academic... ⌄ »

This Week's Schedule
Class
EDUC 202-010 LEC (4524)
MUED 210-001 LAB (4853)
MUSA 133-001 PRV (4911)
MUSA 160-001

Several useful items to note on the Academic Requirements page:

1. You can expand or collapse all fields in on the page.
2. You can view the page as a PDF
3. You can obtain an unofficial transcript from this page as well.
4. The CORES that are satisfied will automatically be "collapsed" in the view. Those that are left outstanding will say "not satisfied: (See example below)

Towson University | Undergraduate

| This report last generated on 10/01/2021 3:58PM | Cumulative GPA | 0.000 |

| Collapse All | Expand All | View Report as PDF | Unofficial Transcript |

✅ Taken   ◆ In Progress

▶ **2021-2022 Catalog (Expand to see important information below)**

▼ **Courses In Progress & Incompletes**

The Academic Requirements (AR) report assumes successful completion of all ungraded courses, including courses marked as Incomplete ("I") and In-Progress ("IP"). These courses are displayed in the following list.

WARNING: ALL PRIOR TERM INCOMPLETE, IN-PROGRESS, AND UNGRADED COURSES MUST BE GRADED BEFORE A DEGREE WILL BE POSTED.

Due to system constraints, in-progress third (or subsequent) repeat attempts will not display in the Academic Requirements (AR) report. Once the course is completed, the higher-graded attempt will be displayed in the report and the lower-graded attempt will be excluded from calculation. (G2464)

5. In this image below, you will see that this student completed both CORE 2 (collapsed on the view) and CORE 3 (which you would open to see the results). MATH 105 was completed with a grade of B+ and a green dot/check indicates the successful completion. CORE 4 is "not satisfied."

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> ▶ **Core (2) English Composition**
>
> ▼ **Core (3) Mathematics**
>
> **Satisfied:** Core (3) Mathematics (G1668)
>
> ▼ **Core (3) Mathematics**
>
> **The following courses were used to satisfy this requirement:**
>
> Personalize | View All | 🔲   First ◀ 1 of 1 ▶ Last
>
> | Course | Description | Units | When | When | Grade | Status |
> |---|---|---|---|---|---|---|
> | MATH 105 | MATHEMATICAL IDEAS | 3.00 | Spring 2021 | Spring 2021 | B+ | ✅ |
>
> ▼ **Core (4) Creativity and Creative Development**
>
> **Not Satisfied:** Core (4) Creativity and Creative Development (G1669)
>
> The course used to fulfill the Core (4) requirement must be taken in a subject different from the course used to fulfill the Core (5) requirement.

c. **Do rely** on the Academic Requirements page for
   i. …if the student has properly declared their major…checking their coursework, which should show up as having been satisfied or not satisfied in most cases.
   ii. Tracking University CORES.
   iii. The number of upper division credits earned and/or needed in the major.
   iv. …if you have an honors student…using the page for honors course requirements.

d. **Do not rely** on the Academic Requirements page for Music Major courses.
   i. Many of our major's required courses are not tracked correctly in the Academic Requirements page. This is especially true of ensembles and lessons.
   ii. The Department has been working for some time to correct this flaw in the system.
   iii. Use the advising checklists and student transcript to insure the student is taking the correct/required music courses to graduate in a timely fashion.
   iv. Using this system to track music requirements is generally not a good idea.
      1. For example, Music Education majors cannot fully declare the major until they pass certain benchmarks. This is a Department of Education requirement.
      2. Another degree that can be a bit tricky using the Academic Requirements page is the BS - Bachelor of Science in Music degree. PeopleSoft does NOT capture the free electives outside music correctly. Those need to be recorded manually on the advising sheets so that you can easily review them with your advisees.
      3. Music minor requirements for both performance and music industry are not captured properly using the Academic Requirements page.
      4. Since we put the new degree requirements in place in 2017, we have had numerous discussions with the registrar as to why PeopleSoft cannot capture what is needed. Hence, for graduation clearances, the Chair and/or Assistant to the Chair file numerous exceptions as well milestone completion for transferred courses, ensembles, and other degree requirements.

G. **Ensembles (policies)**
   a. Students are allowed to take a maximum of three (3) ensembles per semester knowing that one or more may not count toward their degree

b. The advisor should recommend less ensembles *if* the student is struggling academically
c. Exceptions for more than three ensembles must be made to the Chairperson.
d. Advisor should make sure the student is signing up for the correct level of ensembles. Lower Division (Freshman/Sophomore) vs. Upper Division (Juniors/Seniors)

H. **Lessons**
   a. Advisor should ask the student how many credits of lessons they *desire* to take.
   b. Reiterate to them that it's the *student's* responsibility to enroll correctly in the correct number of credits. When enrolling the PeopleSoft system automatically populates a one credit lesson. The student must manually change the "1" to a "2" before saving their registration for a two credit lesson.
   c. Also reiterate that MUED Majors are only *required* to take a one credit lesson over seven semesters regardless of what their teacher encourages them to do. MUED Majors *may* enroll in a two credit lesson if that is their desire.
   d. MUED combined/dual majors must enroll in a two-credit lesson to stay on track in both degree programs.

I. **Reenrollment in the Major**
   a. If a degree seeking undergraduate student misses a fall or spring term, they must file an application for Reenrollment. There are posted deadlines for each term.
   b. Information about the process can be found at the following site: www.towson.edu/registrar/reenrollment.html.
   c. Remember if a student is still required to take lessons toward his or her degree and they have missed a semester, they may be required to re-audition.

J. **Regarding Music Theory and Musicianship sequencing**
   a. A student can be out of sequence in the Theory/Musicianship as follows: they can be ahead one level of theory but not ahead in musicianship. i.e. Enrolled in Theory III but taking Musicianship II but *not* taking Musicianship IV and enrolled in Theory III

K. **Change of Major Minor Form**
   a. It is the student's responsibility to change his/her major or minor accordingly.
   b. They can obtain the form from their Student Center Page. (You won't see this on the advisor page.) It is under the box titled Registrar's Office on the right side. The directions are self-explanatory. (See image below)
   c. You can also direct them to this website https://inside.towson.edu/generalcampus/formsrepository/forms/changeMajor.cfm
   d. If you have a MUED major, be sure they have changed their major from pre-music to music <u>after</u> they have passed their program interview.

L. **Filing for Graduation**
   a. Students can apply for graduation from their Student Center Page by going to *Plan* and select the link for *Filing for Graduation*.
   b. You can also obtain more information at www.towson.edu/registrar/graduation.

M. **Music Authorizations, Lesson Credits, Time Conflicts**
   a. All music courses for majors, lessons, ensembles (with the exception of Choral Society, Marching Band, Pep Band, and Concert Band) and degree recitals are by authorization only.
   b. The Assistant to the Chairperson/Academic Program Coordinator performs authorizations based on the students' degree program and completed prerequisites using the approved course authorization form.
   c. Students are responsible for registering for the correct number of credits for lessons. The online system defaults at one credit and it will need to be manually changed by the student if he or she wants to take two credits.

N. **Time Conflicts with a Class**
   a. If a student has a time conflict with a master class or a slight overlap of time with an ensemble, the instructor of the lesson or ensemble must approve that the student can either be excused from the scheduled master class or arrive later for the ensemble.
   b. The instructor must notify the Assistant to the Chairperson/Academic Program Coordinator who will prepare an email that the student must forward to recordsandregistration@towson.edu with his/her 7 digit TU ID and the course he or she needs to have added to their schedule.

O. **Progress Toward the Degree – Department Policy**
   a. No more than 3 MUSC, MUED or MUSA courses may be repeated
   b. No more than 1 of these courses may be repeated a second time after an approved petition to the Department Chair
   c. Additionally the Department of Music considers any prior registration in a MUSC or MUED course when issuing seat authorizations. Priority to register for a required course will be given to those who have not yet attempted the course. If the student has remained registered for a MUSC or MUED course after the end of TU's official change of schedule period and is attempting a third registration, a seat assignment will be issued on a space-available basis ONLY after all other students have requested a seat.

P. **Academic Concerns**
   a. Please monitor your music major advisees' progress in the degree and notify the Chairperson if a student is in academic jeopardy.

Q. **Course Exceptions**
   a. At times in order for a student to graduate on time, the Chairperson will agree to a course exception. For example, if a required music course is not in the near rotation and a student is scheduled to graduate, a student may request that a course be substituted for that particular requirement. In those cases, the student must write a letter of petition to the Chairperson outlining the reason for the substitution.
   b. As an advisor, you should support the request after discussing the options with the student. *The approved request must be in the student's permanent file in the administrative suite.*
   c. When the student files for graduation, the Assistant to the Chairperson/Academic Program Coordinator will prepare the necessary paperwork so that the course exception can be properly recorded by the Undergraduate Graduation Office.

E. Transfer Students

A. Evaluation of Transfer Credit

    a. Will be able to review a transfer student's *Evaluation of Transfer Credit* as prepared by University Admissions.

    b. This information is found on the *My Advisees* page in PeopleSoft. (see image circled below)

    c. You will then be able to find evaluation of transfer information for a specific student from the drop-down menu of your advisees. Be sure to click "change" next to the student's name if you switch advisees. This student (below) transferred from Anne Arundel CC with two courses that were accepted by Towson. This *does not* include any music courses that may have transferred based upon the Department's own evaluation of transfer evaluation process.

    d. The advisor will also be provided with an Evaluation of Transfer Credits for *Music Courses* shortly after the start of the semester. Keep a copy of the form in your advising file and also provide one to your advisee.

    e. The Departmental transfer of credits file will detail what the Department accepts for Theory, Musicianship, lessons, ensembles, and any other courses.

B. Academic Requirements PS Page for Transfer students

    a. Academic Requirements page is updated with the music requirements only when the transfer student files for graduation.

    b. For this reason, it is important to keep a copy of the evaluation of transfer credits from the Department in your advising file.

C. **Articulation Agreements with Community Colleges**
   a. We normally accept Theory I through IV and Musicianship I through IV if the transfer student received a grade of C or above from their transfer institution. However, we reserve the right to require a transfer student to take a level(s) of theory/musicianship again based upon their comprehension and skills.
   b. We typically accept Theory/Musicianship I-IV as complete if a transfer comes to TU with a conferred AA Degree.
   c. We accept Piano Class I from another institution with a grade of C or above.

   d. Ensemble Transfer Credit
      i. For transfer credit are determined based on what is needed for the student's degree program. Generally we transfer in three to four ensembles.

   e. Lesson Transfer Credit
      i. We only accept transfer credit for lessons if the faculty auditioning panel and or the student's private teacher indicate that the student is acceptable for lessons above the 100 level upon entry.
      ii. A determination about proficiency level is often made after a semester of lessons at the transfer student's first jury. In such cases the student is permitted to enroll in a higher level of lessons. Some transfer students may do an upper division jury at the end of their first semester of study.

   f. Music history courses, creative music technology courses, music education methods courses
      i. Are determined on a case-by-case basis.
      ii. The transfer student must provide a syllabus from the transfer institution course which is then evaluated for equivalency by the Department and relevant faculty from the content area.

F. AP and IB Scores and "Swapping Out" of Transfer Credits
   A. It is the student's responsibility to make sure that AP scores and IB scores are sent to the University within one year of matriculating to TU.
   B. It is also the student's responsibility to take the initiative to swap out credits if certain courses do not show up on the University Evaluation of Transfer Credit but a course can be used toward the major.
   C. A note will be on the Department's Evaluation of Music Course Transfer Credit form that will be given to you shortly after the start of the semester. If you have questions about this, please contact the Assistant to the Chair.

G. Current Students Transferring Courses from Other Institutions, Repeating Courses and TES
   A. **Transfer Petition Form** - If your advisee wants to take coursework at another institution, he or she must first fill out this form: https://www.towson.edu/registrar/grades/transfer.html and get it approved by the applicable department before signing up for a course elsewhere.
   B. The form must be on file in the Registrar's Office before any coursework will be transferred to TU.
   C. It is the student's responsibility to make sure the official transcript from the institution where the course was taken is sent to TU.

D. For more information about this process as well as links to the Transfer Evaluation System (TES), go to https://www.towson.edu/admissions/undergrad/transfer/credit/transfer-evaluation-system.html.

H. Other advising information and resources for advisors and advisees

A. Final credits at TU
   a. A student is expected to take the last 30 credits at Towson.
   b. If a student has already transferred the maximum of 64 credits from a community college or 90 credits from a 4-year college, they are expected to take all remaining credits at TU.

B. Failed classes at TU
   a. If a student fails a class here at TU, they must take the course again at Towson. They cannot take it elsewhere and transfer it to TU.

C. Pass/Fail Grade Options
   a. Students get up to 13 credits of PASS grading option. This means that they may take courses *not* required of their major and elect the Pass/Fail grading option.
   b. The student must fill out the form (before mid-semester)
   c. As long as student gets a C or above in a course, the credits count toward their degree completion. There is no calculation of Pass/Fail courses in GPA.
   d. For more information see: https://www.towson.edu/registrar/registration/grading.html.

D. Resources on Campus
   a. Academic advisors will do more than academic advising.
   b. Students will seek guidance from you regarding resources on campus.
   c. Examples include
      i. Counseling Center
      ii. Career Center
      iii. Disability and Accessibility Support Services
      iv. Housing and Residence Life
      v. Parking Services
      vi. the Writing Center,
      vii. the Tutoring and Learning Center,
      viii. Study Abroad/Study Away, etc.
      ix. Title IX
   d. You can easily find the contact information for these and other offices using TU's directories link or do a quick search to the applicable webpage.
   e. A useful website to visit is https://www.towson.edu/academics/resources/.

E. Combined Degree – MUED and one of the BM degrees
   a. If a student elects the above option, they must meet the performance or composition requirements by re-auditioning or submitting a portfolio. Students must have a 3.50 GPA and meet with the Assistant to the Chairperson to discuss degree plans and required coursework.

I. Music Minors

A. Music minors (performance track)
    a. Must apply to the department and audition.
    b. Music minors with the performance focus should take at least one other music course or ensemble in addition to lessons.
    c. Note that the minor focusing on performance requires 10 elective credits. Six of those elective credits MUST be upper division (300 or 400 level) courses.

B. Music Industry minors
    a. Can simply declare that minor – there is no screening process for this minor.
    b. Note that music industry minors should follow the recommended timeline to take courses.
    c. They should take care of 100 and 200 level classes before considering the 300 level classes.
    d. They must take ECON 201 before they can sign up for the required Marketing course.

C. Account Holds
    a. You do not need to remove holds from minors' accounts – that is the responsibility of the students' *major* advisor.