FALL 2020 – Procedures and Deadlines for Music Courses/Lessons/Recitals/Ensembles

DEADLINES:

To REQUEST authorization for Music courses, lessons, recitals, and ensembles requiring department consent, the Music Office must receive applicable forms no later than Wednesday, May 6, 2020. You must submit all requests for department consent courses at one time.

Registration deadline for “consent required” music courses, lessons, degree recitals and ensembles: 11:59 pm on Tuesday, May 19, 2020. It is your responsibility to register by this deadline.

IMPORTANT – Undergraduates must also turn in a copy of the signed “Advising Record/Verification” form to indicate they have attended a one-on-one advising session with their assigned advisor. If you do not attach that form, it will delay and possibly prevent you from registering for department consent courses, ensembles, and lessons. Students can check their online Student Center page for the name of their assigned advisor. If your advisor’s name is not listed or you cannot determine who your advisor is, email Mary Ann Criss (mcriss@towson.edu).

After you have turned in all the necessary paperwork to the music office, you will receive authorization. The COURSE AUTHORIZATION FORM will be available for you to pick up in the music office 3-5 BUSINESS days after you turn in the material. Remember, this process is for authorization only – it is your responsibility to register for your courses. Do not attempt to register before your published enrollment appointment (which you can find on your online Student Center page). If you have a hold on your account other than an “advising hold” and the deadline to register for department consent courses expires, you must notify Mary Ann Criss promptly. Failure to turn in course authorization requests or to enroll by the deadline may mean that you cannot enroll for your music major or music minor requirements for FALL 2020.

GRADUATE STUDENTS: You should meet with the applicable graduate coordinator regarding advising and course submissions. However, all of the deadlines for submission of course requests and enrollment in music offerings apply to graduate students.

Schedule to submit Request for Authorization forms (class standing based on units earned - see your catalog or student center page for breakdown):

| Graduate Students & Non-Degree Graduate Students – March 31 |
| Athletes – April 3 |
| Honors College Students & ADS Students – April 3 |
| Second Bachelor’s Students & Seniors – April 6 |
| Juniors – April 8 |
| Sophomores – April 10 |
| Freshmen – April 14 |
| Non-Degree Students – April 21 |

No requests will be accepted BEFORE the dates indicated above or AFTER WEDNESDAY, MAY 6, 2020. Seats are authorized on a “first come, first serve” basis and although a course may appear to be “open” according to the online schedule, it may actually be full because all seats have been assigned—students simply have not yet registered for the course. There may be instances where seniors or juniors will be given priority for seats in a music course (based on graduation date, etc.). This will be determined after a review of transcript, note from advisors, and/or decision by the Chairperson of the Department.

I. To Enroll in “Department Consent Required” Courses:

Obtain the “Request for Authorization Form” from the Department of Music office (CA 3095) or the department website (https://www.towson.edu/cofac/departments/music/resources/registration.html).

Submit TWO copies of the fully completed “Request for Authorization Form to the Music Office along with ONE copy of the “Advising Record/Verification” form. Please bring all of your paperwork to the Department of Music Administrative Office and drop it off in the pendaflex folder that is outside Mary Ann’s office (CA 30958). Keep in mind that you cannot gain access to the office after 5:00 p.m. so plan accordingly.

After you have turned in all the necessary paperwork you will receive authorization. The COURSE AUTHORIZATION FORM will be available for you to pick up in the music office 3-5 business days after you turn in the material. The forms will be in a box outside Mary Ann’s office (CA 30950).

Special Permits (paper copies) are issued only under the following circumstances:

Course times within the Department of Music conflict (for example, jazz bass and electric bass master classes are at the same time or you are taking voice and piano lessons and are excused from one master class, etc.). In those cases, you must go to the Registrar’s Office with a special permit prepared by Mary Ann Criss in order to register for the “conflicting” classes. It is your responsibility to indicate on your authorization request forms that there is a “time conflict.” The permit(s) will be at the front desk with your course confirmation.

There is a “time overlap” of a few minutes between music courses. Please check with the music instructor involved. If he/she agrees that you can arrive late or leave a class early, you must bring written consent from the instructor(s) to the Music Office before a permit can be issued. Next, go to Enrollment Services with the permit to enroll in the class. It is your responsibility to indicate on your request forms that there is a “time conflict.” The permit(s) will either be with your course confirmations or if Mary Ann learns of the conflict at a later date, it will be at the front desk. You will need to ask the person at the front desk to give it to you.
II. To Request Authorization for Private Lessons:

Fill in the section on the Request for Authorization Form that is designated “For Applied Lessons.” The lesson level and section must be filled in and your applied teacher must sign both copies of the form.

It is your responsibility to enroll for the lessons AND for the proper number of units. You must manually type in the number of units when registering online. Otherwise, the system defaults at one unit. If registering in person with a special permit, be sure the enrollment services clerk has entered the correct number of units before you leave the counter. The Music Office authorizes you to register only – YOU select the number of units. (1 unit = ½ hour lesson; 2 units = 50 minute lesson; MM degree candidates are the ONLY students allowed to register for 3 units.)

See remaining directions in "I. To Enroll in ‘Department Consent Required’ Courses" listed above.

III. To Register for Ensembles:

Most ensembles are by department consent. Undergraduate students are limited to a MAXIMUM of three (3) ensembles per semester. If you plan to enroll in a chamber ensemble (MUSA 267/467/667), Improvisation Ensemble (MUSA 276/276/676), Latin Jazz Ensemble (MUSA 285/485/685) or Combo (MUSA 282/482/682), your course request form must be signed or initialed by the applicable instructor or the applicable division leader and clearly designate the section number you have been assigned.

See remaining directions in "I. To Enroll in ‘Department Consent Required’ Courses" listed above.

IV. To Register for & Select Dates for Fall 2020 Degree Recitals:

Obtain the “RECITAL AUTHORIZATION FORM” AND “STUDENT DEGREE RECITAL RESERVATION FORM” (located at the front office in the music office). You and your applied teacher must fill out the forms completely. YOU MUST TURN IN BOTH FORMS SIMULTANEOUSLY NO LATER THAN WEDNESDAY, MAY 6, 2020. A confirmation email will be emailed to you and your teacher – be sure to include your TU email address on the form where indicated. NO RECITALS WILL BE SCHEDULED AFTER MAY 19, 2020 UNLESS YOU HAVE A VERIFIABLE, LEGITIMATE REASON. BS, BM and MM (Performance Degree) students MUST also complete the Exit Survey attached to the Recital Authorization form. Procedures for scheduling recitals are posted on the Official Announcements Bulletin Board and on the bulletin board outside the Music Office. Remember you must enroll in the applicable degree recital. Don’t forget that important step.

See remaining directions in "I. To Enroll in ‘Department Consent Required’ Courses” listed above.

If you have questions about the enrollment process, forms required, or department policies, please contact your assigned Department of Music Advisor.