

Spring 2021 – 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 **Tuesday, December 1, 2020 (Faculty please submit documents to musicadvising@towson.edu**. Please 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 Monday, December 14, 2020. It is the student’s responsibility to register by this deadline.

IMPORTANT – Undergraduate advisors must also turn in a copy of the signed “Advising Record/Verification” form to indicate the student has attended a one-on-one advising session. If advisors do not attach that form, it will delay and possibly prevent the student 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 their advisor’s name is not listed or they cannot determine who their advisor is, they should email Mary Ann Criss (mcriss@towson.edu).

After all the necessary paperwork is submitted to Mary Ann at the above email address, students will receive authorization within 3 to 5 BUSINESS days. **Remember, this process is for authorization only – it is the student’s responsibility to register for his/her courses.** Students must not attempt to register before their published enrollment appointment (which they can find on their online Student Center page). If there is a hold on the student’s account other than an “advising hold” and the deadline to register for department consent courses expires, Mary Ann Criss should be notified of this promptly. Failure to turn in course authorization requests or to enroll by the deadline may mean that students cannot enroll for music major or music minor requirements for **Spring, 2021**.

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 – October 27
Athletes – October 29
Honors College Students & ADS Students – October 29
Second Bachelor’s Students & Seniors – November 2
Juniors – November 5
Sophomores – November 9
Freshmen – November 11
Non-Degree Students – November 13

No requests will be accepted **BEFORE** the dates indicated above or **AFTER Tuesday, December 1, 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”** the department website:
(<https://www.towson.edu/cofac/departments/music/resources/registration.html>)

Faculty will submit a fully completed “Request for Authorization Form along with the “Advising Record/Verification” form to musicadvising@towson.edu.

After all necessary paperwork has been submitted, students will receive authorization for MUSC, MUSA, MUED classes. Mary Ann will respond to the faculty advisors via email after she has authorized each student.

Special Permit Requests are submitted to Enrollment Services 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, Mary Ann Criss send the student an email that can be forwarded by the student to Enrollment Services. Please be sure that time conflicts are notated on the Request for Authorization Form.

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, students must request that an email be sent to Mary Ann Criss so that she can prepare the memo that students need to forward to Enrollment Services to override the time conflict.

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 completely. If more than 1 instructor is teaching in a student’s applied area, Mary Ann must be advised of the faculty member who is teaching the student his/her lessons.

It is the student’s 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. **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), Popular Ensemble (MUSA 286/486) or Combo (MUSA 282/482/682), Mary Ann needs to know which section you are to be enrolled in for the spring term. For the Jazz Combos, Improvisation Ensembles, and Popular Ensemble, please contact Dave Ballou (dballou@towson.edu) or Jim McFalls (mjim@towson.edu) for the proper section assignment.

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

IV. To Register for & Select Dates for Spring 2021 Degree Recitals:

Obtain the “**RECITAL AUTHORIZATION FORM**” AND “**STUDENT DEGREE RECITAL RESERVATION FORM**” (located at <https://www.towson.edu/cofac/departments/music/resources/registration.html>). **STUDENTS MUST SCHEDULE THEIR RECITAL NO LATER THAN TUESDAY, DECEMBER 1, 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 DECEMBER 14, 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.

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.