Fall 2019 - 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 Thursday, May 2, 2019. 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 21, 2019. 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, lessons, and if applicable, your student degree recital. 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 can’t determine who your advisor is, email Mary Ann Criss (mcriss@towson.edu). Finally, be sure to turn in the Registration Acknowledgement for Music Course, Ensemble, Recital and Lesson Authorizations form which must be signed by you and your applied teacher.

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 4-5 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 the Music Office immediately. 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 2019.

❖ 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, applied lesson request forms and recital authorization forms
(class standing is based on units earned - see your catalog or student center page for breakdown):

Graduate Students & Non-Degree Graduate Students - March 28
Athletes - April 1
Honors College Students & DSS Students - April 1
Second Bachelor’s Students & Seniors - April 3
Juniors - April 5
Sophomores - April 9
Freshmen - April 12
Non-Degree Students - April 17

No requests will be accepted BEFORE the dates indicated above or AFTER TUESDAY, MAY 2, 2019. 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 “Request for Authorization Form to the Music Office along with ONE copy of the “Advising Record/Verification” form, ONE copy of the Request for Applied Lessons, and, if applicable, ONE copy of the Recital Authorization form. You will also need to provide the office with the original signed document titled Registration Acknowledgement for Music Course, Ensembles, Recital and Lesson Authorizations. Please drop off all of your paperwork at the front desk in the music office. Someone will put the date and time on your paperwork and the authorization process will then begin. Keep in mind that you cannot gain access to the office after 5:00 p.m. so plan accordingly. Your request will NOT be processed if you fail to follow these procedures.
After you have turned in all the necessary paperwork to the music on your allotted date and time, you will receive authorization. The COURSE AUTHORIZATION FORM will be available for you to pick up in the music office 4-5 business days after you turn in the material.

**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 be at the front desk with your course confirmation.

**II. To Request Authorization for Private Lessons:**

Obtain an “Applied Lesson Request Form” (located in the music office and on the department’s website). You and your applied teacher must fill out the form completely. Attach it to the “Request for Authorization Form.” Adhere to deadlines listed on the Applied Lesson Request Form in order to receive the lower fee for lessons required by your degree program.

**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), Jazz Orchestra (MUSA 281/481/681), 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.

**IV. To Register for Fall 2019 Degree Recitals:**

Obtain a “Recital Authorization Form” (located in music office or on department’s website). You and your applied teacher must fill out the form completely. Attach it to the Request for Authorization Form. BS, BM and MM (Performance Degree) students MUST also complete the Exit Survey attached to the Recital Authorization form.

**V. To Select Dates for Recitals:**

The form listing the dates and available times for recital venues will be at the front desk in the Music Office (CA 3095). Procedures for scheduling recitals are posted on the Official Announcements Bulletin Board and on the bulletin board outside the Music Office.

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