Spring 2027 – Procedures and Deadlines for Music Courses/Lessons/Recitals/Ensembles

DEADLINES:

To REQUEST authorization for Music courses, lessons, recitals, and ensembles requiring department consent, Mary Ann must receive applicable forms no later than Tuesday, December 1, 2026. All requests for department consent courses should be submitted at one time to musicadvising@towson.edu.

Registration deadline for "consent required" music courses, lessons, degree recitals and ensembles: 11:59 pm on Monday, December 14, 2026. It is your responsibility to register by this deadline.

IMPORTANT – Advisors must email the "Advising Record/Verification" form and the Course Authorization Form to musicadvising@towson.edu to indicate that advisees have attended a one-on-one advising session. Students can check their online Student Center page for the name of their assigned advisor. If the advisor's name is not listed or students cannot determine who their advisor is, email Mary Ann Criss (mcriss@towson.edu).

After all the necessary paperwork has been submitted to Mary Ann, she will let the advisor and/or students know when the authorizations have been completed. It may take 3-5 BUSINESS days to complete the authorizations after the forms have been submitted. Remember, this process is for authorization only – it is the student's responsibility to register for his/her/their courses. Students must not attempt to register before their published enrollment appointment (which they can find on their online dashboard page). If students have a hold on their account other than an "advising hold" and the deadline to register for department consent courses expires, they must notify Mary Ann promptly. Students' failure to meet with their advisor or to enroll by the deadline may mean that they cannot enroll for music major or music minor requirements for Spring 2027.

GRADUATE STUDENTS: Must meet with the applicable graduate coordinator regarding advising and course submissions. However, 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 23
Athletes, Honors College Students & ADS Students – OCTOBER 29
Second Bachelor's Students & Seniors – NOVEMBER 3
Juniors – NOVEMBER 6
Sophomores – NOVEMBER 10
Freshmen – NOVEMBER 13
Non-Degree Students – NOVEMBER 19

No requests will be accepted BEFORE the dates indicated above or AFTER TUESDAY, DECEMBER 1, 2026. 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 be full because all seats have been assigned—students 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 the department website (https://www.towson.edu/cofac/departments/music/resources/registration.html).

After the student's advising meeting, the assigned advisor emails the fully completed "Request for Authorization Form and the "Advising Record/Verification" form and, if applicable, the Recital Authorization Form, to musicadvising@towson.edu.

After all the necessary paperwork is received by Mary Ann, she will email the advisor and/or the student after she has completed the authorizations for the music courses (may take up to 3 to 5 BUSINESS days).

TIME CONFLICT EMAILS are issued to students 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 students are taking voice and piano lessons and are excused from one master class, etc.). In those cases, Mary Ann will send the student an email that the student must then forward to recordsandregistration@towson.edu. Students must provide Enrollment Services with their 7-digit ID and must check their schedule to make sure they are enrolled correctly. It is the student's responsibility to indicate on the authorization request form that there is a "time conflict."

There is a "time overlap" of a few minutes between music courses. Please check with the music instructor involved. If he/she agrees the student can arrive late or leave a class early, send Mary Ann (mcriss@towson.edu) an email with written consent from the instructor(s) before a time conflict email can be issued to the student.

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 completed, and the applicable applied teacher(s) should verify with your advisor that the section and level are correct.

It is the student's responsibility to enroll for the lessons AND for the proper number of units. Students must manually enter the number of units when registering online. Otherwise, the system defaults at one unit. The Music Office authorizes students to register only – Students MUST select the number of units.
(1 unit = 25 minute 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 a student plans to enroll in a chamber ensemble (MUSA 267/467/667), Improvisation Ensemble (MUSA 276/276/676), Popular Music Ensemble (MUSA 286/486) or Combo (MUSA 282/482/682), the course request form must have the applicable level and section clearly designated – do not leave it blank. Students MUST consult with the ensemble instructor or applicable division leader to receive the proper ensemble section assignment. If it is listed on the course request form without the above information, you will NOT be authorized. Mary Ann needs permission to authorize you from the applicable faculty member.

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

IV. To Register for & Select Dates for Spring 2027 Degree Recitals:

Obtain the "RECITAL AUTHORIZATION FORM" AND "STUDENT DEGREE RECITAL RESERVATION FORM" (forms are on the music website and a limited number are located in the Department of Music Office). Students and their applied teacher must fill out the forms completely. STUDENTS MUST TURN IN THESE FORMS NO LATER THAN TUESDAY, DECEMBER 1, 2025. A confirmation email will be sent to the student and his/her applied instructor and the other faculty member(s) who will be attending the recital. Students must include their TU email address on the form where indicated. 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. Students must enroll in the applicable degree recital.

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.