

Things to Remember for Spring 2021 Undergraduate Registration

Music Department courses, lessons, and ensembles requiring department consent must be listed on the Request for Authorization Form.

Students will not receive authorization until they meet with their advisor. Advisors must submit the advising verification form and the Request for Authorization Form to musicadvising@towson.edu.

It is the advisor's responsibility to lift your advising hold and/or Student Degree Plan hold after students meet with him/her. Students must contact their assigned advisor if he or she failed to do so.

Incomplete forms or forms turned in before the schedule listed on the Procedures and Deadlines for Music Courses/Lessons/Recitals/Ensembles will not be considered.

It is the student's responsibility to enroll in the courses – this system only allows the Music Office to authorize students so that you can register. PLEASE ADHERE TO ALL ENROLLMENT DEADLINES FOR DEPARTMENT OF MUSIC OFFERINGS.

FOR LESSONS – If students want a 50 minute lesson, they must manually type in “2” under the units tab. If they do not do this, the system defaults at one credit. Remember, students are authorized for lessons, NOT the number of units – it is their responsibility to sign up for the correct number of units.

If a student is giving a student degree recital, he or she must enroll in the proper course in order to earn the credit needed to graduate. The authorization form should be sent must be sent to musicadvising@towson.edu. The Student Degree Recital Reservation Form must also be submitted by the deadline of December 1, 2020.

Seats for department consent courses are given out on a “first come, first serve” basis (with the exceptions noted below). Although seats may appear to be available online, course may not be open. The Music Office assigns “seats” based on the enrollment capacity for the course and students may not always register the same day they have been authorized. There may be instances where upper classmen will be given priority for seats in a class (based on graduation needs, being shut out of a course previously, etc.).

Students are expected to show regular progress completing required courses in the areas of theory, musicianship, music history, methods, lessons and ensembles. NO MORE than 3 MUSC, MUED, or MUSA courses may be repeated. NO MORE than one of these courses may be repeated a second time after an approved petition to the department chair and/or chair of the advising committee.

Prerequisites for courses will be checked. Additionally, the department considers any prior registration in a MUSC or MUED course when issuing “seats.” Priority to register for a required course will be given to those who have NOT yet attempted the course. If a student remains registered for a MUSC or MUED course after the end of the university's official change of schedule period and is attempting a third registration, authorization will be issued on a space-available basis ONLY after all other students have requested a seat.

Ensembles require department consent (exception – Choral Society, Marching Band, Pep Band). **Students are limited to a maximum of 3 ensembles per semester.** If students are interested in one of the chamber ensembles, improvisation ensembles, combos, Popular Music Ensemble or Vocal Jazz Ensemble, Mary Ann Criss will need to know the section and level in which they are to enroll. If the instructor is listed as “Staff,” contact the division leader of that area so that he or she designate the level and section.

After students receive authorization, Mary Ann will notify the advisor via email. STUDENTS should NOT send emails to the Mary Ann asking why they cannot enroll in a course. Mary Ann will provide the reason(s) in the email sent to the advisor.