Reminders for Spring 2027 Enrollment

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

Students will not be authorized for music courses until they meet with their advisor. Advisors will forward the advising verification form, the Request for Authorization Form, and if applicable, Recital Authorization Form to musicadvising@towson.edu.

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

It is the student's responsibility to enroll in the courses – this system only allows the Music Office to authorize students to register for Department of Music courses, ensembles, lessons, and degree recitals. PLEASE ADHERE TO ALL ENROLLMENT DEADLINES FOR DEPARTMENT OF MUSIC OFFERINGS.

FOR LESSONS – If a student wishes to enroll in a 50-minute lesson, he or she must manually enter "2" under the units tab. If the student fails to do so, the system defaults at one unit. Remember, students are authorized for lessons, NOT the number of units – it is the student's responsibility to sign up for the correct number of units.

If students are giving their student degree recital, they must enroll in the proper course in order to earn the credit needed to graduate. Music Education majors are not required to perform a senior recital but may request to do so by contacting and Dr. Melissa McCabe (mmccabe@towson.edu) and Dr. Kate Evans (kevans@towson.edu). The student must have permission from his or her applied instructor before submitting their formal request to Drs. McCabe and Evans.

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, the 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 & Pep Band). **You are limited to a maximum of 3 ensembles per semester**. If you are interested in one of the chamber ensembles, improvisation ensembles, combos, Popular Music Ensemble or Vocal Jazz Ensemble, be sure to include the correct level and section on the Request for Authorization form as well as confirmation from the applicable faculty that you have been assigned to that ensemble before you submit it to your advisor.

After Mary Ann authorizes a student, she will notify the student and/or the advisor by email. STUDENTS PLEASE DO NOT send emails to Mary Ann asking why you cannot enroll in a course. The reason(s) will be included in the email Mary Ann will send to you and/or your advisor.