

## ***Undergraduate Music Major/Minor Advising Document Checklist***

All undergraduate music majors and minors must bring the following documents to their advising meetings. If you do not come prepared for your advising session, your advisor reserves the right to refuse to meet with you during that time.

- Current PDF version of your Academic Requirements*** (obtain this from Towson Online Services by logging on to your student center page, click on the Academic Requirements link and then the green tab titled "View Report as PDF").
- Up-to-date music degree checklist*** (Incoming freshmen received this at group advising; new transferring students received this during their orientation and registration session that took place in June or in January. If you no longer have your copy, it will be your responsibility to obtain one from your assigned advisor before your scheduled meeting with him or her. Please plan accordingly if you no longer have your forms.
- All forms required to enroll in music major courses*** (2 copies of the *Request for Authorization Form*; *Recital Authorization Form* -- if applicable)
- Proposed schedule of classes*** (with meeting times) you plan to take next semester as well as a ***schedule of alternatives***)
- Bachelor of Science in Music Majors – List of free electives (**no** MUSC, MUED or MUSA courses) being used to satisfy the 30 or 32 unit requirement.
- Newly Matriculated Transferring Students – copy of your transcript(s) from all previously attended institutions if you have not already supplied one to the Assistant to the Chairperson (an "unofficial" copy is acceptable) . Your advisor will then forward these to the Assistant to the Chairperson.
- Students who plan to enroll in an internship – Bring forms (which can be downloaded from the TU Career Center website): <http://www.towson.edu/careercenter/student/forms.asp> to Professor Jim McFalls (Center for the Arts room 2109)

All majors and minors must be familiar with the registration policies, procedures and deadlines as posted on the music website and the official announcement bulletin boards. Please read the information carefully and completely.

If you do not intend to register for courses next semester, please notify your assigned advisor promptly.