

Student Registration and Advising

A. General

1. **It is the student's responsibility to fulfill all requirements in the chosen curriculum.**
2. The only official curricula are contained in the Undergraduate Catalogue. The student must refer to the catalogue under which s/he plans to graduate to be sure that all requirements are met.
3. Normally, the catalogue governs a student's curricular requirements for the year of entrance into the university. The online Major Declaration/Curricular Update Application, found in MySeaport can be used to add and/or update catalog years, degrees, majors, minors, concentrations, and university study clusters. Students may also use this application to add a second degree, major, minor, and/or concentration. Students should, therefore, examine the requirements carefully before making any change. Consultation with an advisor is recommended.

B. Advising

1. Pre-registration periods are held at about the middle of each semester. Students should contact their advisors to set up an appointment.
2. Assignment of advisors: students will be advised in the general college until declaring a major in music, usually upon successfully completing their freshmen year of course work. A major can be declared any time from the end of the second semester. However, students will also have an informal assigned advisor in the music department from the first semester. This informal advisor can help ensure that you are preparing for the major in music, as well as pursuing general curricular requirements. Music minors should see their applied instructor for informal music advising to be certain they are meeting all requirements and for any questions they may have.
3. Music advisor assignments will be posted during each pre-registration period for students who have declared a major in music. Generally, faculty in the declared major are the advisors for those students (i.e., music education majors have music education faculty for advisors, etc.)
4. Prior to an advising conference, the student should plan a tentative schedule for the following term. Students should bring all questions about class scheduling, degree requirements, and other pertinent topics to the advising session. The outcome of the session will be a complete list of classes for the following term.
5. **The advisor will fill out the DoM Advising form listing those classes, and both student and advisor will sign it. A copy will be kept in the student's file as a record of the course plan made for the following term.**
6. The student will receive a registration pin number in order to enroll for the agreed-upon classes upon completion of the advising session. Changes should be made in the advising plan only in consultation with the advisor, as such changes could have ramifications for meeting degree requirements.

C. Registration Approvals and Overrides

1. Applied Lessons:
 - a. Students are to request a course approval override for their applied lesson (i.e., MUS 195, 196, 396) from their applied instructor, and the override must be processed by the instructor before the student may register for applied lessons.

- b. Part-time applied faculty may override majors and minors in their area, but must send a request, and receive approval, from the chair before processing an override for non-majors or minors.
- 2. Recitals:
 - a. Students must submit a proposed program using the Recital Program Proposal/Jury Recital Approval Form (see Appendix A in the DoM Student Handbook, and/or the DoM Faculty Resources page), with all pertinent information (titles, composers, dates, performance times, etc.) to the respective major area committee for approval and signatures either during the pre-registration period, or otherwise no later than the day before the last day of Add/Drop of the term in which the recital is to take place.
 - b. The completed Recital Program Proposal/Jury Recital Approval Form must be submitted to the DoM for final approval no later than the day before the last day of Add/Drop of the term in which the recital is to take place.
 - c. Once approved, the chair will inform the applied professor to proceed with the student's override.
- 3. Additional courses requiring instructor override include: MUS 109, 110, 130, 183, 187-001, 203, 326, 333, 352 (Spring 2019), 370, 373, 377, 393, 491, 493, 496. All other music courses will be open for students to enroll based upon the pre- and co-requisites for the course.