

Advisor Approval Form

ADVISING ASSIGNMENTS

BM students: major applied teacher

BME students: see list on Music Education board for assigned advisor

BA students: Victoria Ibarra, Staff Advisor or Associate Dean for Undergraduate Studies

Curriculum guides for BM, BME, BA degrees are available in the music office.

1. You will be sent an "Invitation to Register" via e-mail and PLUS (Personal Look-Up Service). You may also pick this up in the Registrar's Office, Regent 105. The "Invitation to Register" indicates your time assignment to phone in registration generally during November for the spring semester or April for the following fall semester. The "Schedule of Courses" with detailed instructions on registration will be available in Regent and the UMC. Be sure to consult the "Schedule of Courses" for important academic deadlines.
2. In deciding on your next semester's courses, remember that all students registered for applied music must be in an ensemble except voice majors during the semester of their senior recital. Ensemble selection appropriate for your degree and scholarship agreement should be discussed with your advisor. You may be dropped from lessons or your scholarship may be affected if you do not adhere to the ensemble rule. Music majors must also pass six semesters of convocation (or four semesters for transfer students.) Pick up a convo list from the music office giving more detailed information.
3. Degree audits list the courses that have been taken and gives other information about remaining requirements are available to students on the web through PLUS. You should bring your degree audit to your appointments with your advisor. (Keep in mind the degree audit from PLUS is an unofficial document that may not be complete or up-to-date.)
4. Make an appointment with your advisor who will go over your course selections to be sure that you are taking appropriate classes and a reasonable course load. The advisor will then sign the Advisor Approval Form.
5. Bring the complete Advisor Approval Form to the Imig Music Office, C-111, at least one day before you wish to register. You will then be given the call number for your applied lessons. A signed form is necessary for the office staff to remove the advising flag on your registration. You cannot register until this is removed.
6. If you put your name on a wait-list, you must check to learn if you have been enrolled in the class. It is wise to attend classes and make your interest known to the professor while you are waiting to get into the class.
7. Check your schedule to be sure all classes listed are correct. If you are taking private lessons, be sure that you have the correct section number for your teacher. Be sure to add ensemble by the add deadline.
8. Seniors: see the Associate Dean for a graduation check during your next-to-last semester.

***** PLEASE PRINT *****

NAME _____ STUDENT # _____

DATE SUBMITTED _____ INSTRUMENT OR VOICE _____

LEVEL OF APPLIED STUDY? (circle one): **FR** **SO** **JR** **SR** DEGREE? **BA** **BME** **BM**

REGISTRATION FOR WHICH SEMESTER? **SPRING** or **FALL** YEAR _____

APPLIED AREA TEACHER (print name) _____

ADVISOR'S SIGNATURE _____ DATE _____