

School of Music
Coordinator, Graduate Programs

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To: Graduate Students in Music
From: Linda Pohly
Re: Fall 2009 Registration Procedures

Greetings! We welcome our new graduate students in music, and look forward to seeing again our returning students. We hope the enclosed materials will assist you in registering for the Fall Semester, 2009-2010.

For the purpose of enrollment projections, it is most helpful if you register *as soon as possible*. We remind you that some classes **do close with full enrollments--others may be cancelled if there is not enough enrollment**. It is in everyone's best interest to register as soon as possible. There is a drop/add process available at the very beginning of the semester so that adjustments can be made to your schedule, if necessary

Registration and Payment of Fees

Dates for Fall Semester are August 24 to December 18, 2009. Commencement will be December 19.

Fall registration is happening now! You will be billed by the university if your registration materials are processed by August 7. (This early registration will allow you to spread your payments out, if you wish.) To allow enough time to process your form, materials must be received in our office by August 4. **Bills will be available online beginning August 11**. Due dates are posted on the website www.bsu.edu/bursar. Late registration fee begins August 24. Late registration and change-of-course period ends August 28.

First Registration?

Please give us a call if you would like us to help you with your first registration. We understand that this process may be somewhat confusing (765-285-5502). You may also call to set an appointment.

You may register by mail...

Please fill out and return the enclosed registration form to my office at your earliest convenience. If you have a question about any of the specific numeric codes for applied lessons, please include a note to us with your registration form. Tell us the instrument, whether you wish "major" or "minor" study, the name of the teacher, if possible--and we will fill in the proper reference numbers. (Usually major study has to be at least two credits hours.)

Or, you may register online

Please visit this website: <http://www.bsu.edu/web/student-services/course/>

The university provides extensive resources for managing your course schedule. On the **Course Add/Drop/Registration** page you may register for your courses. Please also consult the **Course Planner**; this tool is particularly useful for determining the number of seats remaining in a course. For certain courses, ensembles, lessons, etc., you may need "permission," or a special reference number. For help with this, please contact Linda Elliott, the graduate secretary, lelliott@bsu.edu or 765/285-5502.

Username and Password

All new students receive a computer account with a username and temporary password upon being admitted to the university. Your username and PW are critical for accessing all the online services the university provides. Please visit this site for additional information on your BSU computer account:

<https://www.bsu.edu/password/>

Payment of Fees

As a reminder, the university no longer sends paper bills; you'll get an e-bill! Please see the extensive information on the **Cardinal QuickPay** webpages: <http://www.bsu.edu/quickpay/>
Bursar statements are online through **Cardinal QuickPay** for your tuition, housing, and other fees. You will

not receive a paper statement from the Bursar's Office. You can check your account or pay online by electronic withdrawal from a checking or savings account (e-check) using our **Cardinal QuickPay** service. Students may authorize other individuals, such as family members or employers, to make payment on their accounts.

What Is a Normal Course Load?

Graduate students not holding an assistantship may register for a maximum of 15 hours in a semester; those holding an assistantship may register for a maximum of 12 hours, and must register for a minimum of 6 hours. International students **may** have special requirements. Course selection usually should reflect a balance between academic and applied study for any given semester or term, but is driven by the curricular pattern (the degree and major area of study) for which you have been approved (see pp. 11-20 of the School of Music [Graduate Handbook](#)). You should pay particular attention to the *required courses* for master's and doctoral students.

The Frequency of Course Offerings

Most of our academic classes at the graduate level are offered either once a year or once every two years. During your study at Ball State it is important that you watch and plan for those courses that are required by your curriculum.

Core Classes and Special Offerings

Courses that *may* be requirements for you that are offered this fall include (check School of Music Handbook):

MUSED 668 Research in Music Education (offered every fall and alternate summers): this class or MUHIS 600 serves as the research course required for *all* master's and doctoral students. (MUHIS 600 is not an option for MM in music education or for doctoral primary in music education.)

MUSED 681 Psychology of Music (offered yearly in the fall): required for doctoral students

MUHIS 592 Special Topics: Music and War: allowed as core history class (master's and 500-level doctoral)

MUHIS 601 History Review (offered every fall and some summers): required if you did not achieve an acceptable score on the history placement exam

MUHIS 603 Chamber Music Literature: core history class (master's and doctoral)

MUHIS 633 Music in the Twentieth Century: core history class (master's and doctoral)

MUSTH 601 Theory Review (offered every fall and some summers): required if you did not achieve an acceptable score on the theory placement exam

MUSTH 616 Theory of Nineteenth-Century Music: master's core

MUSPE 598 Vocal Diction (German, French, Italian, English): required for voice majors if this course was not taken at the undergraduate level; may be required (through individual evaluation) for choral conducting majors, and is required for majors/minors in piano chamber music and accompanying

MUSPE 692 Special Topics: Group Piano and Technology (Contact Dr. Lori Rhoden for information, lrhoden@bsu.edu)

For a complete list of course offerings for Fall '09, see the enclosed schedule.

Planning to Graduate in December?

After you have made your last registration for classes, it is necessary that **you** contact the Graduate School and **personally apply for graduation**. You may go to the Graduate School to complete this process, or apply online for graduation. **Deadline for completion of the application process is September 21.** Research papers, creative projects, theses, dissertations, etc., must be approved by the department and received by the Graduate School by November 23. A student who fails to apply for graduation or to meet the November 23 deadline will have to wait one entire semester to be certified for the degree and graduation (and you may incur additional registration fees). All papers and projects must now be uploaded as the final submission step. (See the BSU Graduate School website for further information.)

Graduate Grading Policy

You must earn a grade of C (2.00) or better for a course to count toward your degree program. If you earn a C- (1.667) or lower in a class, and that class is a requirement for your program, then the class will have to be repeated or replaced by another appropriate and approved course.

Incompletes

An "I" may be issued to a student as a final grade for a course when all requirements are not met by the end of the course period. Be careful, however, that you do not delay in clearing the deficiency. With approval of the teacher, a one-year extension of time may be obtained to complete the work. If the "I" is not cleared within one year, the grade turns to an "F." If the course is critical to your curriculum, re-enrollment in the course will be necessary.

RES 697 or THESIS 698 or CRPRJ 698

Prior to registering for either the creative project registration or the thesis registration, master's students must prepare and receive approval for a proposal. The proposal is a brief document wherein you describe your project, the sources you have reviewed, the methodology you will use to complete the project, and your bibliography. (Doctoral students should consult the School of Music Graduate Handbook.)

Orientations

1) All graduate students are invited (and new assistants strongly encouraged) to attend the ***Graduate Student Development Conference, August 17th - 18th***. Information about this conference will be sent to you by the Graduate School. This is a terrific introduction to "life as a graduate student" at Ball State University, and previous students have found it useful. Make every effort to attend!

2) **All NEW master's, artist diploma, and doctoral students** are asked to meet with me according to the following schedule:

- New master's and artist diploma students – Tuesday, August 25, 3:30-4:30 p.m., MU301
- New doctoral students – Thursday, August 27, 3:30-4:30 p.m., MU301

We will welcome you to our graduate community, and introduce you to some of the policies and procedures important to your graduate study.

Three final notes and reminders:

- 1) Please send in the course registration materials or register online as soon as you can so that your name is "in the system" for the fall semester. You are not "counted" as a student until you register...for something. We can always *fine tune* your registration at any time through the opening days of the fall semester with the drop/add process.
- 2) Also, all new BSU graduate students should have taken the music history and music theory entrance tests by now. If you have not, phone or email Linda Elliott immediately.
- 3) MUHIS 592 Special Topics – Music and War
Will substitute for a 500-level core course for both Master's and Doctor of Arts students. The class content will cover many aspects of the relationship between music and war over several music periods. We will consider a variety of genres, composers, and styles. Contact Dr. Pohly for further information.

We look forward to seeing you in the weeks ahead. Best wishes for a productive summer!